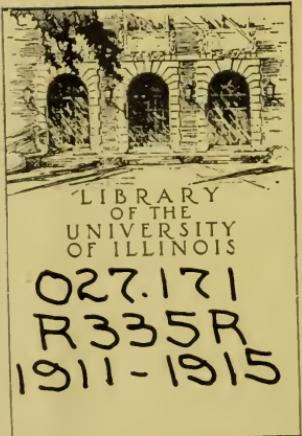
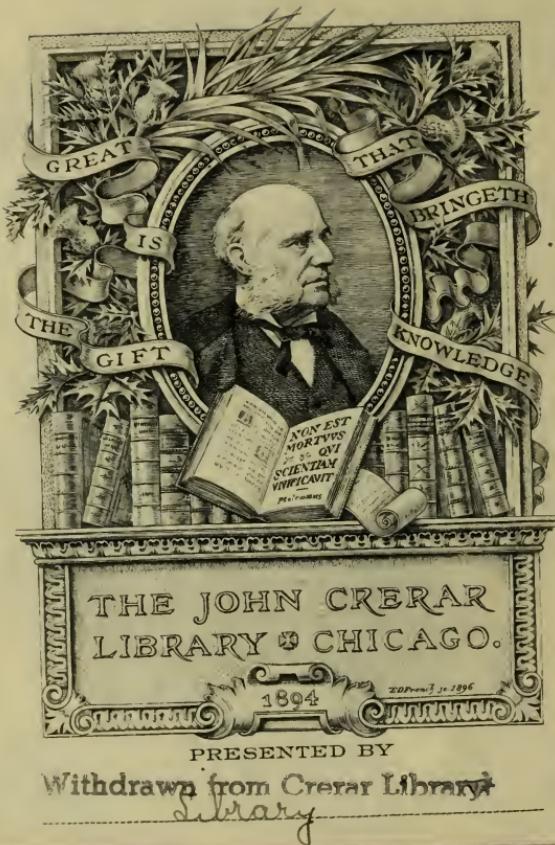


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R335R
1911-1915



REGINA PUBLIC LIBRARY

Reports
of the
Librarian and Secretary Treasurer
for the year of 1912



PRINTED BY ORDER OF THE
LIBRARY BOARD

REGINA PUBLIC LIBRARY

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of the

Librarian and Secretary Treasurer
for the year of 1912



PRINTED BY ORDER OF THE
LIBRARY BOARD

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THE
PUBLIC LIBRARY,
WACO, TEXAS.



AFTER THE TORNADO OF JUNE 30TH



VIEW OF LIBRARY FROM VICTORIA SQUARE

Library Board 1912

REV. CANON HILL, CHAIRMAN

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GEORGE H. BARR, ESQ.

HECTOR LANG, ESQ., B.A.

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WILLIAM TRANT, ESQ.

HIS WORSHIP THE MAYOR (ex-officio)

J. R. C. HONEYMAN, SECRETARY TREASURER



Library Staff

LIBRARIAN—J. R. C. HONEYMAN

CIRCULATION DEPARTMENT. (ADULTS)

MISSSES E. M. SCOTT, M. H. CASS, P. M. CONKLING

EXTRA ASSISTANT—MISS A. MORRISON

CHILDREN'S DEPARTMENT AND SUPPLIES—MISS O. R. WELSH

REPAIR DEPARTMENT—MISS P. M. CONKLING

CATALOGUER AND STENOGRAFHER—MISS M. MUIRHEAD

JANITOR—MR. C. W. ROBERTSON

027.171

R335R

1911-1915

Report of Librarian

To the Chairman, Regina Library Board:

Sir,—I beg to submit my fourth Annual Report as Librarian of Regina Public Library.

The year 1912 has been a more than memorable one in the history of the library. The opening months show a record of quiet progress up to the maximum of efficiency and usefulness attainable under the conditions then obtaining; with much pleasant anticipation of the occupation of the new building, even at that time, the subject of much favorable comment on the ground of its position and appearance. Then came the hurry and bustle of removal, with its attendant planning and arranging, and finally the taking possession and laying out of the work, to meet the entirely new set of conditions.

No sooner were things running smoothly again, and the public of the city were beginning to take delight in the use of the building, when the appalling disaster of the 30th of June rendered the whole of the main floor unfit for occupation, and once more we had to resort to conditions under which good work could not be successfully prosecuted. No time, however, was lost in vain regrets: prompt and active measures were at once taken to restore the building and its contents to their former condition. This was happily accomplished in the space of two months and a half.

NEW BUILDING

In spite of a number of vexatious delays, caused by difficulty in getting material forward as quickly as required, the work on the new building was pushed along as rapidly as possible during the early months of 1912; and on the 3rd of May the old quarters at the City Hall were closed to the public, and the work of removal was begun. As the policy had been adopted of not commencing to move until all was ready at the new building, the work of removal was carried out with the minimum of confusion. A number of packing cases of medium size and shallow depth were procured, the books were packed in these in the order they had stood on the shelves, and were thus transferred to their new positions with very little trouble.

In the meantime a committee of the board had made arrangements for a simple and dignified opening ceremony. His Honor the Lieutenant Governor had very kindly consented to hand over the building formally to the citizens, as the gift of Mr. Carnegie, and to declare it open. Mr. McCarthy, librarian of the Winnipeg Public Library, represented that city officially on the occasion. A large and interested audience gathered in the lecture room and adjoining rotunda for the ceremony, and afterwards examined the building. In the meantime, the members of the staff were at their posts and the circulation of books was at once resumed.

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Withdrawn from Crerar Library

The new building has proved in every way admirably adapted to the purpose for which it was erected, and both as regards internal arrangement and decoration, and external appearance, it is a credit to the architects and contractors, and an ornament to the city as well as one of the best equipped institutions of the kind in Canada.

TORNADO DAMAGE

The tornado of June 30th, damaged the building to the extent of nearly \$10,000. About two-thirds of the roof was torn off, the parapet was largely destroyed, plaster work was badly damaged, windows, cupolas and ventilators were destroyed and the whole exterior of the building had to be literally scrubbed a number of times and finally treated with acid, while all the stone work had to be redressed and the entire interior redecorated. Fortunately, the rigid and substantial character of the building in a great measure saved the contents from injury; still, damage to the extent of several hundred dollars was done.

At the time of the disaster, the undersigned was in Ottawa attending the Annual Conference of the American Library Association, but on hearing of the destruction returned to Regina and under the direction of the Board, at once made arrangements for the restoration of the building. Mr. Carnegie was communicated with, and with his usual generosity, readily agreed to furnish the necessary funds. In the meantime, the staff were kept busy making the best arrangements possible for continuing the public service of the library, and in two weeks from the date of the tornado, we were able to give a fairly efficient service; the present lecture room being used as a stack room and administrative quarters and the Children's Department as a reading room for both old and young. The building was, however, for a long time very damp and it was for some time not considered advisable for sanitary reasons, to keep open later than 8 p.m. On the 10th of October, the work of restoration was so far completed that the work of moving the circulation department upstairs was commenced. The work of moving was carried out by the staff without closing up or interfering with the service of the public.

DISPOSAL OF OLD FURNITURE

Acting on the instructions of the Board, most of the old furniture has been disposed of at satisfactory prices. We have still for sale a considerable number of sectional bookcases—without glass fronts—which are very suitable for office purposes.

NEW FURNISHINGS

The furniture for the public rooms of the new building was made by the Craftsmen, Limited, of this city from designs specially prepared by the architects of the building. It has been very much admired by visitors.

The metal stacks were supplied by the Snead & Co. Ironworks, of Jersey City, N.J., and the office furniture by the Library Bureau of Canada, Ltd.

GROUNDS

In accordance with an arrangement made with the City Commissioners, Mr. Malcolm N. Ross, Superintendent of City Parks, was asked to take charge of the laying out and maintenance of the library grounds; the Board undertaking to pay for his ser-

vices as well as for all plants, trees and shrubs and necessary labor. This arrangement proved very satisfactory and, soon after the occupation of the building, the grounds were beginning to look very nice indeed. Unfortunately, much of this work was rendered futile by the tornado and will have to be done over again.

At the request of the Board, Mr. Ross had a brick walk constructed from the street to the main entrance and later designed a trellis-work screen which has been erected on each side of the building for the purpose of shutting off the view of premises adjoining the lane and of preventing through traffic on the library grounds.

LECTURE ROOM

Under the regulations made by the Board, this room may be used by societies of a professional, scientific or literary character on payment of a small fee and the execution of a bond by responsible members, that the society using the room will undertake the repair or replacing of any furnishings damaged by reason of its occupation. Under this arrangement the following societies have had the use of the room: Regina Engineering Society, Regina debating Society, Saskatchewan Association of Architects, The University Club and the College of Physicians and Surgeons of Saskatchewan.

It is questionable whether this room might not be made more useful for strictly library purposes than as a lecture room for which there is only a very limited demand.

FLOWERS

It has been the fixed policy to render the interior of the building as attractive as possible. In pursuance of this idea, arrangements were made with the Superintendent of Parks to have a considerable quantity of winter flowering bulbs planted for the benefit of the library, in the city greenhouses. We are already benefiting from this action and hope to have in this way a constant supply of cut flowers in the reading rooms from now until spring.

BOOKS

A considerable number of books have been bought during the year and these have been carefully selected. It is quite an easy thing to fill a library up with books and quite another to ensure that they will be read. To the librarian on whom falls the task of selecting books for purchase, it is appalling to note the tremendous quantity of unworthy and unnecessary books that are year by year unloaded by some publishers. Recognizing the fact that in our present stage of development the chief demand in the non-fiction classes must necessarily be for books of an up-to-date and practical nature, the policy of the library has been to provide the best of the year's offerings along these lines, while in the fiction class an attempt has been made to gradually raise the literary standard which entitles a book to a place on our shelves, and to gradually discard as they get worn out, books of a trivial and fantastic character. The carrying out of this policy has been largely helped by the adoption of the open shelf system with the opening of the new building and has proved quite successful.

The following figures show the number of books possessed by the library in the several classes:

CIRCULATION DEPARTMENT—Adult Division

Class	Books 1911	Books 1912
General Works.....	8	9
Philosophy.....	86	105
Religion.....	138	143
Sociology.....	314	351
Language.....	2	4
Natural Science.....	174	161
Useful Arts.....	261	331
Fine Arts.....	207	265
Literature.....	423	409
Geography and Travel.....	265	282
Biography.....	289	323
History.....	209	240
Fiction.....	2,163	2,888
German Books.....	113	113
	<hr/>	<hr/>
	4,632	5,624

Juvenile Division

General Works.....	7	40
Religion and Ethics.....	11	40
Natural Science.....	64	78
Useful Arts and Handicrafts.....	29	40
Fine Arts, Games, etc.....	11	14
General Literature.....	170	229
Fiction.....	595	706
History.....	86	78
Description and Travel.....	56	78
Biography.....	25	40
	<hr/>	<hr/>
	1,054	1,326

REFERENCE DEPARTMENT

General Works.....	162	194
Philosophy.....	4	4
Religion.....	27	41
Sociology.....	51	91
Language.....	13	16
Natural Science.....	10	37
Useful Arts.....	20	112
Fine Arts.....	16	40
Literature.....	21	17
Geography.....	8	34
Biography.....	24	25
History.....	31	46
	<hr/>	<hr/>
	387	657

SUMMARY

Total Books for Circulation	1911	1912
Adults.....	4,632	5,624
Children.....	1,054	1,326
Reference Department.....	387	657
 Total.....	 6,073	 7,607

A new departure has been the purchase of a small number of standard works in the French language and a selection of books from the works of representative French Canadian authors.

290 new books were submitted for purchase on approval; of these, 163 were rejected after examination.

Some 309 books were withdrawn from circulation, of which 202 were re-ordered: a large proportion of those struck off were destroyed by the tornado and were, of course, a total loss.

BINDINGS

As the greatest wear and tear is, as might be expected, on books of fiction and children's books, it has been found that a considerable saving is effected by having such works specially bound for library purposes by firms making a specialty of this work. During the year, shipments of books bound in this way were received from The Chivers Bookbinding Co. of Brooklyn, N.Y., and from Messrs. Edw. G. Allen & Sons, of London, England, and these have proved very satisfactory.

NEWSPAPERS AND PERIODICALS

There have been no changes of consequence in this branch of the service. The library at present takes 19 daily newspapers; 3 bi-monthly, 37 monthly, 27 weekly and 2 quarterly periodicals.

REPAIR DEPARTMENT

Up to the time of occupation of the new building, the work of repairing books was carried on by persons specially employed for the purpose, and under great difficulties, owing to lack of accommodation, but the results achieved entirely justified the establishment of a special department under the new conditions, and when every facility was offered for carrying on the work most effectively.

Books come to this department in all conditions, having loose illustrations, broken backs, worn covers, and soiled and torn pages, and sometimes ingenuity is taxed to render them fit for circulation again. More rigid exactation of fines for books brought back in bad condition has had a very good effect, and the work is kept well in hand.

During the year some 3,643 books passed through this department—an increase of 1,031 over 1911.

CIRCULATION

A reference to the statistics given below will show that notwithstanding the many adverse circumstances which interfered with the circulation of books during 1912, the aggregate circulation in both the Adult and Juvenile Departments was greatly in excess

of that of 1911. Under ordinary circumstances, the library should have been open to the public 509 days during 1912, but owing to the removal and subsequently to the tornado, it was closed for 18 days out of this number, and for some time, while the building was being repaired, work was carried on under circumstances which did not conduce to a large circulation of books.

CHILDREN'S DEPARTMENT

Miss Olive R. Welsh, who is in charge of this department reports as follows:

"The Children's Department seems much appreciated by both young and old. Someone comes to the door, peeks in and as curiosity prevails, comes in and asks 'Is this for the children?' takes a look around at the books and pictures and remarks 'This is a delightful place for the children' or 'What a charming room!' The result naturally is that if the children are of an eligible age they are soon sent for applications. Indeed, a



VIEW IN CHILDREN'S ROOM

number of parents come with the children and help to select their books. We heard one day that the fame of the Children's Department had spread even into the country. One lady visiting in town brought her children immediately to spend an hour here. Another lady happened in and liking it so well brought her son in a few days and now he is a regular patron. One small boy who appears to be a leader and has a most automatic manner, brought six other little chaps and directed them to ask for applications. He told their ages and qualifications. One boy, he said, really should not have a card; he was old enough, but could not read very well yet."

We have to regret that the removal of the library to its new quarters has caused some falling off in the circulation of this department. The children of foreign born citizens residing in the east end of the city as well as those of British parentage living

in the eastern annexes, had just begun to appreciate the benefits of the library and the removal of the building to its present more western site has rendered it not so convenient of access for these. There is no doubt that the influence of the library had begun to make itself felt in the east end, and it is hoped that the present set back may be only temporary, and that the difficulty may be overcome by the establishment in the district at an early date of a well equipped branch of the library, with a capable and sympathetic official in charge of it. The field is indisputably one that offers wide opportunities for aggressive library work, especially among the young.

In connection with the circulation of books it should be borne in mind that a large number are issued for use in the reading rooms of the library, and it has not been found possible to keep accurate statistics of these as was done last year.

REFERENCE DEPARTMENT

So far this department has been on the "open access" plan. A special room on the main floor is devoted to this work under such supervision as the staff can maintain in connection with their other duties. Recent occurrences, however, point to the fact that closer supervision is now essential, and that it will be necessary both to have more extensive and convenient quarters for this important department, and to have some member of the staff specially responsible for it. The reference library now contains a number of valuable books and is made use of by a large number of people.

READING ROOMS

These in the new building are large and well lighted, but it is already becoming evident that further accommodation will soon be required. On more than one occasion lately the large general reading room has proved inadequate for the number of patrons, who have had to be permitted to overflow into the ladies' reading room and the reference room.

TRANSIENT PRIVILEGE

This permits transient visitors to the city to borrow books from the library on making a deposit of \$3.00. During 1912, 44 persons took advantage of it.

BORROWERS

Borrowers' tickets are good only for one year from date of issue and the number of borrowers consists therefore of those whose tickets have not expired on the date mentioned.

On January 1, 1912, there were, including both adults and children, 1,980 borrowers and on December 31, 1912, there were adults 2,384, children 376, total 2,760—a gain of 780.

Since July 16th last statistics have been kept of the number of borrowers who renew their tickets and of the number of new borrowers. The result shows an immense preponderance of new borrowers over those who renew, and making due allowance for a normal growth, the fact would appear to bear out the statement made in a former report as to the constantly changing population of the city.

CIRCULATION STATISTICS—Adult Division

MONTH.

	General.	Philosophy.	Religion.	Sociology.	Language.	Nat'l Science.	Useful Arts.	Fine Arts.	Literature.	History.	Travel.	Biography.	Fiction.	Total—1912.	Total—1911.
January.....	1	44	48	94	2	54	118	85	160	84	138	79	3659	4566	3859
February.....	4	52	43	113	1	56	144	93	136	68	138	72	3727	4647	3981
March.....	2	40	52	91	—	77	122	84	142	91	115	112	4146	5074	4073
April.....	—	23	31	52	—	36	93	69	108	44	92	52	3431	4031	3607
May.....	2	23	23	55	2	40	119	58	133	67	90	71	2694	3377	3376
June.....	3	24	24	60	—	51	123	75	201	126	84	75	3624	4470	3208
July.....	—	7	4	16	—	9	30	31	43	28	40	32	1154	1394	3218
August.....	2	32	7	41	1	38	88	84	145	77	91	81	2898	3585	3104
September.....	1	37	21	41	—	26	105	72	146	76	80	70	2687	3362	3698
October.....	2	45	35	52	1	41	105	88	176	74	94	94	3387	4194	3762
November.....	7	44	38	55	1	42	120	65	190	85	151	133	3910	4841	4013
December.....	1	56	28	71	1	48	127	65	170	74	121	87	3172	4021	3588
Total—1912.....	25	427	354	741	9	518	1294	869	1750	894	1234	958	38489	47562	43484

Juvenile Division

MONTH.

	General.	Religion.	Sociology	Nat'l Science.	Useful Arts.	Fine Arts.	Literature.	Fiction.	History.	Travel.	Biography.	Total—1912.	Total—1911.
January.....	4	4	9	39	21	2	153	559	—	—	14	853	777
February.....	6	10	8	71	10	3	352	654	47	70	18	1247	729
March.....	5	13	26	97	14	5	325	782	46	53	16	1382	823
April.....	3	7	9	58	9	2	200	668	19	25	5	1005	793
May.....	—	10	8	31	23	11	153	504	7	20	27	794	672
June.....	—	12	21	51	33	24	147	735	18	24	21	1086	603
July.....	—	3	11	20	17	7	33	275	9	5	5	388	723
August.....	—	8	6	30	19	3	91	552	8	9	2	728	711
September.....	2	6	7	21	16	8	94	369	5	15	2	545	627
October.....	—	3	3	31	21	7	153	485	7	16	2	728	788
November.....	—	5	4	28	24	10	157	465	27	19	10	749	964
December.....	—	1	7	24	8	3	110	414	16	14	11	608	885
Total—1912.....	20	82	119	501	215	85	1971	6462	226	299	133	10113	9095

EDUCATIONAL COLLECTIONS

It will be recollect that last year Mr. Thomas Wilkinson kindly donated to the library a most interesting collection of 160 minerals, rocks and fossils. These were prepared by Professor Nichol of the School of Mines, Kingston, Ont. Upon the occupation of the new building this collection was placed in a suitable exhibition case and a printed catalogue of the exhibits was supplied. This collection has been the subject of a good deal of interest on the part of visitors.

In May last the Manufacturers of Canada sent a very interesting train load of exhibits of Canadian manufactured goods, through the west. This suggested the idea of a permanent exhibition of such articles, showing the different stages of the various manufacturing processes. Correspondence was therefore entered into with the Canadian Manufacturers Association, who heartily endorsed the proposition, and for the purpose of putting it into practical shape, the correspondence was referred to the Canadian Home Markets Association, Toronto. It was requested that the exhibits be purely

on educational lines and that each be accompanied by statistics, in graphic form, showing the number of persons employed in the various industries represented, the amount of capital invested, wages paid, amount of raw material used and size of output. Mr. Scully, Secretary of the Canadian Home Markets Association took the matter up enthusiastically and the outcome was that some seven manufacturing concerns undertook to send exhibits. Up to the present, however, only two of these have been received, one from the Dominion Textile Co. of cotton manufacture and one from the Lowney Co. of cocoa manufacture. As soon as the exhibition is more complete, it is proposed to take up some definite line of educational work in connection with it.

WORKS OF ART

With the exception of three, all the framed engravings which were displayed on the walls of the reading rooms were entirely destroyed by the tornado of June 30th.

I would recommend that these be replaced by suitable pictures of similar character, or by some of the admirable reproductions in colour of celebrated paintings which are now to be had at a very reasonable price. Pending the establishment of a Municipal Art Gallery and Museum, it would seem to be the function of the library to supply the want as far as possible.

A work of art of no inconsiderable value has recently been presented to the library by Mr. F. Laubach. This is an oil painting entitled "The Old Loom at Anvers-sur-Aise" by Angelo Schulze. This picture was exhibited at the Royal Academy in 1883.

Through the kindness of the Winnipeg Camera Club a loan exhibition of amateur photographic work was held in the Lecture Room for ten days during October. Some of these pictures formed part of a collection shown at the Festival of Empire Exhibition in London, England, in 1911, with which the Winnipeg Club took first prize among the exhibits of Colonial Camera Clubs. This exhibition attracted a great deal of interest and was visited by a large number of people.

A set of large photographs by Mr. Rossie, showing various phases of the tornado damage, has been secured and these pictures are displayed on the walls of the general reading room.

LIBRARY PAPER

In order to bring the advantages of the public library more particularly before the citizens and residents of Regina, the publication of a monthly bulletin was commenced at the beginning of the year. The paper was published by Mr. G. S. Houston, of the Federal Business College without cost to the ratepayers, the literary matter being supplied by the library and the expense of publication being recouped from the advertisements. The paper is distributed free of charge to all who make use of the library and reading rooms and while it is intended mainly to be a medium for diffusing information about the library and its resources, articles of general interest, especially on literary, artistic, social and scientific subjects are to be found in its columns. The paper at once achieved a remarkable success, and attracted considerable attention from libraries in Eastern Canada and the United States. The early issues of this paper consisted of 8 pages, but in April Mr. Houston decided to add another 4 pages. As the arrangement with Mr. Houston terminated with the close of 1912, it has been necessary to make other plans for continuing the publication, but there is every reason to believe that the paper will become a permanent feature of the library work. I am indebted to the Inspector of Public Libraries for the Province of Ontario, for the loan of a number of half-tone cuts of various Canadian public libraries which have appeared from time to time in "The Regina Library."

INFECTIOUS DISEASE

Since the appointment of the present Medical Health Officer, cases of infectious disease have been reported regularly to the librarian. During the year some 21 cases were reported. On receipt of the notification a search is at once made of the library records to ascertain whether any library books have been loaned to dwellers in the infected premises and the Health Officer is notified of the result. Whatever steps are necessary to protect the public, either by the destruction or disinfection of the book, are taken by the Health Department. So far no spreading of infectious disease has yet been attributed to library books.

ADMINISTRATION

The new conditions brought into existence by the new building called for a corresponding improvement in management. Every branch of the work has been thoroughly systematised; card systems being worked out to meet special requirements.

A supply department has been inaugurated, and an official placed in charge of it. All supplies are now issued on requisition and a proper record of each transaction is kept. The work in connection with the ordering and accessioning of books has been considerably simplified by the use of a combined order, accession and shelf-list card, which was drawn up by the undersigned.

STAFF

There have been several changes in the personnel of the staff during the year.

Early in the year it became necessary to have some assistance in the office and Miss Margaret Muirhead was engaged as stenographer and cataloguer, duties which she has carried on in a highly satisfactory manner.

On April 6th, Miss L. Jukes resigned her position as chief assistant and left the service.

Applications were called for in March for the position of Janitor for the new building. A large number of applications were received and the committee appointed to deal with the matter after a personal interview with each candidate, selected Mr. C. W. Robertson, formerly assistant janitor at the City Hall. Mr. Robertson has performed his duties most faithfully and efficiently and keeps the building beautifully clean and tidy.

The removal to the new building necessarily entailed some additions to the staff and Miss Muriel H. Cass and Miss Olive R. Welsh—the latter having been employed in the Cleveland, Ohio, Public Library—were engaged.

Miss N. Darwin was placed in charge of the Children's Department and Miss Welsh of the Repair Department; later on, the latter also assumed the duties of supply clerk.

On the 31st of May Miss T. Zeats resigned and on October 1st Miss Portia M. Conkling was engaged.

On December 1st Miss Darwin resigned and left for England and Miss Welsh took her place in the Children's Department and Miss Conkling took charge of repairs.

The position of Chief Assistant after the resignation of Miss Zeats (who succeeded Miss Jukes) was left vacant, as it was felt necessary to secure for this position some person of considerable experience in library work. Among several applications one was

received from Miss Natalie R. Niven of the staff of the New York Public Library, and after some enquiries and personal interview with the applicant by a member of the Board, Miss Niven was engaged as Chief Assistant, to commence her duties on March 1st, 1913.

It gives me much pleasure to bear testimony to the conscientious and cheerful manner in which every member of the staff has supported me during the year. There was a great deal of real hard, and sometimes unpleasant extra work thrown on the staff at the time of the removal and also when getting things into shape after the tornado; but it was done faithfully and quickly and without a single grumble, and I feel that the efficiency of the institution is very largely due to the young ladies who compose the library staff.

A.L.A. CONFERENCE

The thirty-fourth annual conference of the American Library Association was held in 1912 at Ottawa from June 26th to July 2nd. With the concurrence of the Board I attended this important gathering. Going by way of Chicago, I took the opportunity of enquiring into methods of administration in the great public library of that city, being afforded every facility by the courteous officials. The conference at Ottawa was attended by between 700 and 800 librarians and library workers from every part of the United States and Canada, and the printed proceedings form a bulky volume of 370 pages. It was my intention to visit some of the more important Canadian libraries before returning to Regina, but all plans were upset by the news of the tornado, on receipt of which I felt it my duty to return at once to headquarters.

Many kind letters and expressions of sympathy with Regina in its misfortune were received from other librarians, not the least appreciated of which was the following telegram from The American Library Association which I found awaiting me on my return to Regina:

“Ottawa, Ont., July 2nd, 1912.

Librarian,

Public Library, Regina, Sask.

American Library Association in annual session by special vote send deepest sympathy to citizens of Regina and to its public library.

(Signed) Theresa Elmendorf,
President.”

Respectfully submitted,

J. R. C. HONEYMAN,
Librarian.



DELIVERY DESK AND STACK ROOM

Report of Secretary Treasurer

To the Chairman, Regina Library Board:

Sir,—I beg to submit the following report as Secretary Treasurer of the Regina Library Board for the year ended December 31, 1912.

Thirteen meetings of the Board were held during 1912. The larger sphere of usefulness entered into by the transfer of the library from its old quarters in the city hall to the new building on Victoria Square, together with the untoward and unforeseen circumstances which resulted from the tornado which devastated a large portion of the city on the last day of June, have had the effect of materially increasing the work of the office as well as the expenditure. The statement below given of the receipts and expenditures for the year will verify this. It will be seen that \$29,101.25 was on capital account, the greater part being made up of the final payments on the new building and its equipment.

Of the expenditure for maintenance amounting to \$18,776.34, the sum of \$9,548.75 was for repairs to building and contents after the tornado, and \$620.29 for putting the grounds of the library in an ornamental condition, so that the actual cost of administration was \$8,607.90, or almost exactly double that of 1911. This difference is, of course, due to the increased staff necessary to carry on the work in it under entirely different conditions from those which existed in the old quarters, and where the library was generously provided by the city with heating, lighting and water services free.

The appeal of the Board to Mr. Carnegie for funds to restore the building after the tornado met with a prompt and generous response; the sum of \$9,500 was placed at the disposal of the Board, which paid for the repairs to the structure of the building. This work was very quickly and satisfactorily carried out by Messrs. Wilson & Wilson, the contractors who erected the building, under the supervision of Messrs. Storey & Van Egmond, architects.

Some damage was also caused to the furniture, books, etc., and payment for these has had to be met by curtailing some of the services provided for in the last estimates. No extra financial assistance was received from the city in connection with the tornado damage.

The occupation of the new building was made the occasion for a general reorganisation both in the office and the library work. Card systems have been devised and put into operation wherever possible with most satisfactory results both in smoothness of procedure and economy of labor on the part of the staff.

Besides the secretary treasurer, who is also librarian, the office staff consists of one stenographer who also at present catalogues all books as they arrive, and with occasional help from other members of the staff, prepares them for the shelves.

During the year 1,399 communications were received and 1,165 sent out. These figures do not include notices of overdue books sent out by the circulation department. 356 vouchers were prepared for payment and 507 cheques were issued.

The estimates of the Board were prepared and transmitted to the City Council in March. Owing to the uncertainty existing at the time as to the date of occupation of the new building, it was necessary to revise these later. Notwithstanding that

estimating without experience of the cost of operating the new building was a somewhat difficult task, it would appear now, when the Board's financial year is two-thirds over, that the estimates of expenditures are in most cases approximately correct.

The rate of assessment for library purposes for 1912 was one-third of a mill.

Statements of the receipts and expenditures of the Board for each month have been regularly transmitted for the information of the City Council.

The returns to the Provincial Secretary to enable the library to draw the Government grant have been prepared and forwarded. These returns are very elaborate and entail a considerable amount of labor in their preparation, considering the size of the grant—\$200.

I submit herewith statements of the financial standing of the Board up to December 31, 1912.

ASSETS—December 31, 1912

Lots 33 to 38, Block 344.....	\$43,500.00
Building	52,486.11
Books (less depreciation)	5,450.78
Furniture and Fixtures	6,584.03
Stationery and Office Supplies	50.00
Current periodicals and files	30.00
Accounts Receivable—	
City of Regina	10,001.58
Government of Saskatchewan (1912 Grant).....	200.00
Miscellaneous	29.00
Bank of Ottawa (Current Account).....	270.46
Cash on Hand	17.35

	\$118,619.31

LIABILITIES—December 31, 1912

Notes Payable	\$ 6,623.75
Accounts Payable.....	1,560.39
Surplus—	
Capital	108,100.92
Revenue	2,334.25

	\$ 118,619.31

Receipts and Expenditures from January 1st, to Dec. 31, 1912:

Receipts

Balances, January 31, 1912—	
General Account	\$ 542.13
Fines Account.....	36.90
Petty Cash Account.....	24.88

\$ 603.91	
City Grant (balance 1911 and part 1912)	\$12,009.61
Provincial Government Grant.....	200.00
Carnegie Corporation.....	29,200.00
Loans.....	14,500.00
Sales of Old Furnishings.....	665.25

	\$56,574.86

Receipts—Continued

	Brought Forward	\$57,178.77
Fines	\$ 344.53	
Rent Library Site (1911)	30.00	
Unclaimed Deposits	27.00	
Rent Lecture Room	25.00	
Unused Railway Ticket	35.87	
Unused Travelling Advance	12.83	
Refund Miss Ehmann	21.35	
Refund Insurance Premium	8.55	
	—————	
		505.13
Miscellaneous Petty Cash	1.30	
Debit Balance Petty Cash, December 31, 1912	1.03	
	—————	
		2.33
		—————
		\$57,686.23

Expenditures

Capital Account—		
Building	\$ 20,603.11	
Books	2,041.12	
Periodicals	241.69	
Furniture and Equipment	6,066.83	
Miscellaneous—		
Trellis in Grounds	148.50	
	—————	
		\$29,101.25
Maintenance Account—		
Building, Repairs and Renewals	\$ 9,880.75	
Salaries	5,156.40	
Grounds, upkeep of	620.29	
Freight and Express	166.99	
Printing and Supplies	636.73	
Janitor's Supplies and Assistance	326.61	
Periodicals	354.65	
Fuel, Light, Water	720.67	
Postage	108.35	
Miscellaneous—		
Insurance	167.00	
Travelling Advance	200.00	
Interest and Exchange	215.75	
Taxes	88.50	
Rent, P.O.	8.00	
Advertising	10.49	
Customs	46.87	
Cyclone Repairs	48.75	
Sundries	19.54	
	—————	
		\$ 17,971.44
Insurance		
Travelling Advance		
Interest and Exchange		
Taxes		
Rent, P.O.		
Advertising		
Customs		
Cyclone Repairs		
Sundries		
	—————	
		\$ 804.90
		—————
		\$18,776.34

Expenditures—*Continued*

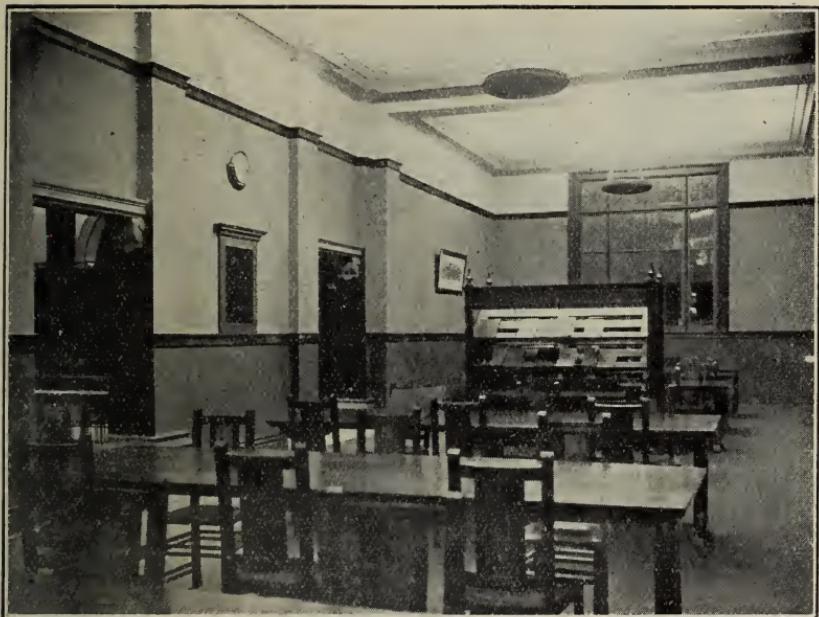
	Brought Forward	\$18,776.34
Loans Repaid.....		9,500.00
Refunds, Fines Account.....		19.80
Balances, Dec 31, 1912—		
General Account.....	\$ 270.46	
Fines Account.....	18.38	
	_____	288.84
		\$57,686.23

Respectfully submitted,

J. R. C. HONEYMAN,

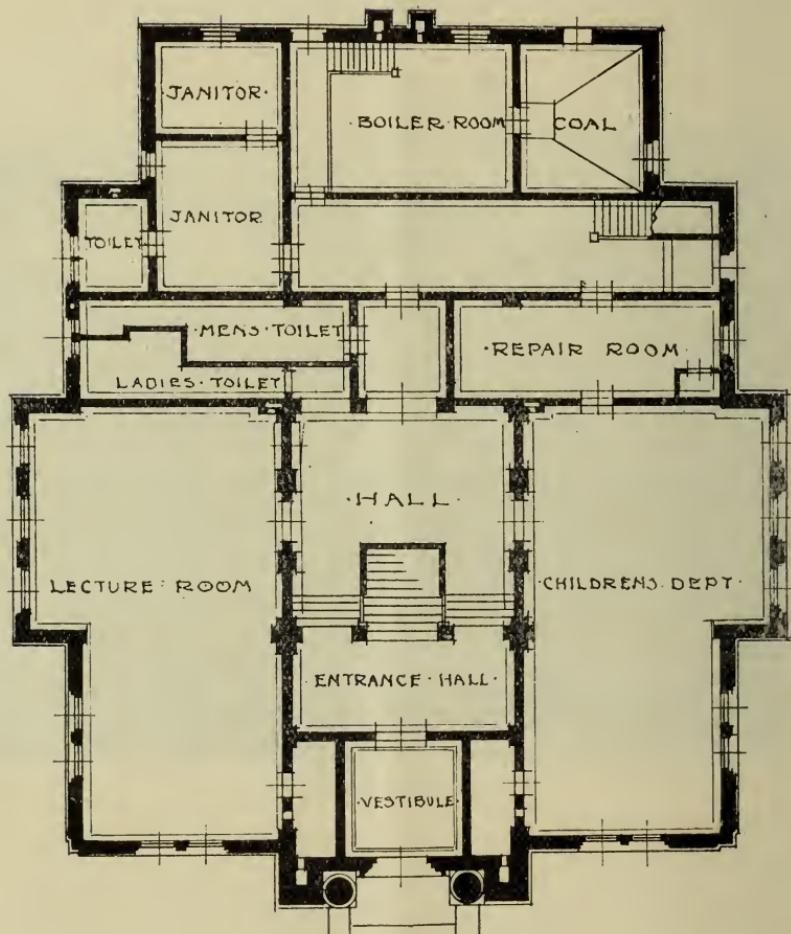
Secretary Treasurer,

Regina Library Board.



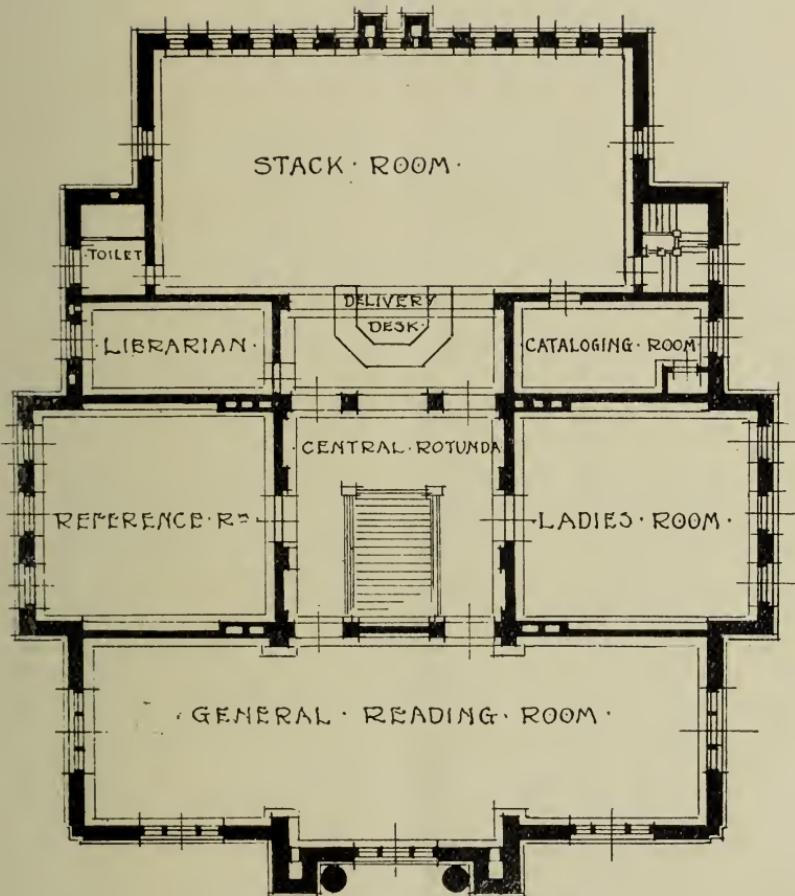
VIEW IN GENERAL READING ROOM

REGINA PUBLIC LIBRARY



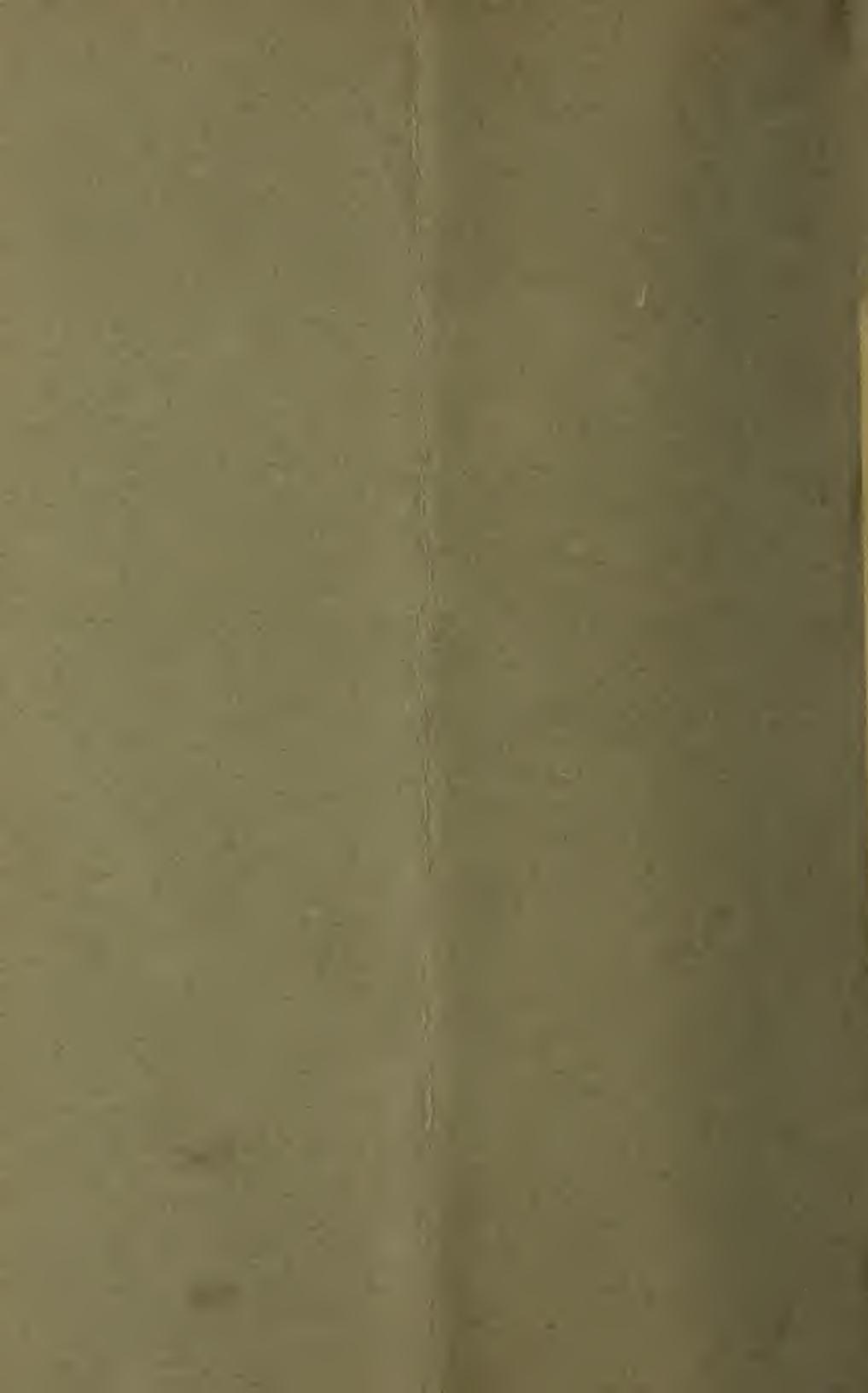
GROVND FLOOR PLAN

REGINA PUBLIC LIBRARY



FIRST FLOOR PLAN

THE
JOHN C. CRAB
LIBRARY



REGINA PUBLIC LIBRARY

Reports

of the

Chief Librarian and Secretary
Treasurer for the year of 1913



PRINTED BY ORDER OF THE
LIBRARY BOARD

REGINA PUBLIC LIBRARY

Reports
of the
Chief Librarian and Secretary
Treasurer for the year of 1913



PRINTED BY ORDER OF THE
LIBRARY BOARD



INTERIOR OF BRANCH LIBRARY
READING ROOM



INTERIOR OF BRANCH LIBRARY
STACK ROOM

Library Board 1913

REV. CANON G. C. HILL, Chairman.
JOHN McCARTHY, ESQ.
C. NIVINS, ESQ., B.A.
NORMAN MacMURCHY, ESQ., B.A.
S. C. BURTON, ESQ.
WILLIAM TRANT, ESQ.
HIS WORSHIP THE MAYOR (Ex-Officio).
J. R. C. HONEYMAN, Secretary-Treasurer.



Library Staff

Chief Librarian—J. R. C. HONEYMAN.
Chief Assistant—MISS N. R. NIVEN.
Assistants Circulation Department
MISSES N. DARWIN, M. M. A. PORTER, V. McNEICE.
Repair Department—MISS V. McNEICE.
Children's Librarian and Supply Clerk—MISS O. R. WELSH.
Reference Librarian—MISS E. M. SCOTT.
Assistant—REV. W. M. FLEMING.
Stenographer and Accountant—MISS M. MUIRHEAD.
Janitor—C. W. ROBERTSON.
Librarian Albert Branch—MISS M. H. CASS.
Librarian Eastern Branch—MISS C. KOPP.

Regina Public Library

Report of the Chief Librarian

To the Regina Library Board.

Gentlemen—I have the honor to submit herewith my fifth annual report as Librarian of Regina Public Library.

The work of the year has been marked by a quiet and steady progress, with increasing activity in every department.

BUILDINGS

Certain minor alterations had to be made in the central library. These included a change in the position of the radiators in janitor's quarters, and the installation of one new radiator. This was necessary on account of the fact that the position of the radiators in this part of the building, as originally installed, did not heat the rooms properly. It was also found that the indirect system of lighting did not give satisfaction in the stack-room, and patrons of the library had difficulty in discerning the titles of books on the shelves in the evenings. The lights originally installed in this part of the building were therefore done away with, and a simple but effective arrangement for lighting between the stacks was adopted in place of it, which has proved quite satisfactory. A sanitary drinking fountain was also installed in the rotunda, which has proved a great convenience to visitors, especially during the summer months.

Early in the year it became apparent that the room used as a Reference Room on the main floor of the building was quite inadequate for the purposes of a reference library, and the lecture room on the ground floor, not being very much used, it was decided to move the reference library to this room, and to make the room originally designed for this purpose into an extra reading room; as the increasing use of the reading room made extra accommodation desirable. This was carried out; the furniture of the lecture room was removed and the steel stackwork was moved down-stairs into it, and was found, with the addition of one or two new stacks, to be adapted fairly well to the requirements. The floor of the new quarters was laid with cork linoleum, similar to that in use in the reading rooms upstairs. All arrangements were carried out, and the new reference library was opened to the public on the first of July.

It became evident shortly after the occupation of the new building on Victoria Square that the large section of the population which lives east

of Broad street were not making use of the resources of the library to anything like the same extent that they did when the library occupied quarters in the city hall; and as a great proportion of this population is of foreign birth, it was particularly desired to bring them under the influences which the library exerts. This matter was duly brought to the attention of the Library Board, who about the same time were called upon to receive a deputation from the Ward 5 Ratepayers' Association, asking the board to take steps to provide a branch of the Public Library in the northwest quarter of the city.

The board having given these matters full consideration, decided that, as the provision of branches involved the adoption of a new policy, the matter should be discussed with the city authorities. A committee of the board accordingly waited on the commissioners, and were assured of their approval and support in providing extra library facilities. The librarian was directed to make enquiries as to suitable premises, and at a meeting of the board held on April 16th reported that the building erected for the defunct "Greater Regina Club" and which was situated on South Railway street, and unoccupied, could be purchased for the sum of \$650.00, and that it could be readily moved to another site for about \$109.00 more. After consultation with the aldermen for the part of the city concerned, it was decided to ask the city to grant a site on the Market Square on Halifax street. This was readily acceded to, and work was commenced at once on the concrete foundation and excavation for a furnace room.

At the same time the city was asked to provide a similar site on city property in block 211, and this also being granted, plans for a building were obtained from Messrs. Storey & Van Egmond, architects. The architects, working from the dimensions of the purchased building, produced a very pleasing design and this having been adopted, work was commenced on this.

Except in outward appearance, the two buildings are identical. The dimensions are 18 feet by 45 feet, one story high. Each building provides a comfortable reading room and a stack room with cloak room for attendant. In the basement is the furnace, coal bunker and toilet.

The cost of the buildings and equipment is as follows:

Eastern Branch—Building	\$2,100.78
Furniture, etc.	683.60

Albert Branch —Building	\$2,389.20
Furniture, etc.	772.90

The difference in cost of furnishings is owing to the fact that electric fixtures formerly used in the Central Library were transferred to the Eastern Branch.

The work of construction at both branches was carried on simultaneously, and by permission of the City Commissioners, it was supervised by Mr. W. A. Hamilton, Assistant City Building Inspector.

Both buildings have been constructed specially with the view of being easily moved. As soon as the districts in which they are at present located become sufficiently populated to require larger premises, the present buildings can be moved out to newer districts and replaced by library buildings of a substantial and permanent character.

EQUIPMENT

New furniture was purchased during the year for the reading room rendered available by the removal of the reference room downstairs, and furnishings identical in quantity and design were supplied for the two branch buildings. The furniture was procured from the Library Bureau of Canada, Limited, and is of first-class quality. The bookstacks for the branch buildings are double-faced, of polished oak. Two additional double metal stacks were also procured for the reference department, uniform with the other metal stacks in the building, purchased from the Snead & Co. Iron Works, Limited, of Jersey City.

An additional typewriter was also procured, it being required for cataloguing work.

A map stand holding large wall maps has been installed in the reference department. The maps provided are as follows: Howard Vincent Map of the British Empire, the United States, the Dominion of Canada, Alberta and Saskatchewan, City of Regina.

GROUNDS

The arrangement previously in force for the care of the library grounds by the Superintendent of City Parks and his staff was continued with satisfactory results. Owing to the amount of debris thrown on the grounds by the tornado of June 30, 1912, the work already done on the lawns, etc., had been rendered useless, and it was necessary to plough up the whole place and re-seed it. This was carried out, and by the latter part of the summer the new grass had made good headway, and it is hoped that by next summer the lawns will be in first-class condition. The flower beds were kept supplied with flowering annuals and perennials, and in the fall tulip bulbs were planted all round the building. In the coming year it is hoped something can be done in the way of replacing the trees which had just begun to grow nicely when they were destroyed.

Arrangements were also made with the Superintendent of Parks to keep the building supplied during the winter months with flowering plants, and this is being done. The beautiful pots of tulips, hyacinths, etc., arranged on the tables of the reading rooms are much appreciated by visitors.

A small appropriation has been made in the estimates for 1914, in order to make the surroundings of the two branch libraries presentable, as they were completed too late last fall to do anything before winter started.

BOOKS

A large number of new books were purchased during 1913, these being demanded by a constantly increasing circulation. At the same time special attention was devoted to building up the reference library. The increase in the number of books is shown by the subjoined statistics. It is satisfactory to note that the attempt to raise the standard of reading in the line of fiction, by gradually weeding out books of a more trifling character, has been attended with satisfactory results. This has been done gradually during the five years that the library has been in operation. The purchasing of fiction offers quite a problem for the librarian, especially during the recent period of obsession by sex and other social questions. There are, it is pleasing to note, signs of a somewhat healthier tone in recent books of this class, and it is hoped that before long we will get once more into the realms of true romance.

In the reference department special attention has been given to the procuring of the best and most up-to-date technical books for the use of mechanics and others. Wherever obtainable, expert opinion has been consulted with regard to such purchases.

The supply of books for the branches presented a special problem, and attempts have been made to suit the character of the books supplied to the general character of the population they were intended to serve. The Eastern Branch, which is situated among a population composed largely of people of foreign birth and language, had its own peculiar problems. The policy has been adopted of purchasing for this branch a certain number of books in foreign languages, especially German, Roumanian and Russian, with the idea of attracting readers to the library who would make use of these books, and gradually be induced to take up the reading of English works of a standard character which are also to be found on the shelves of this branch. Considerable assistance has been given in the selection of suitable books in foreign languages, by deputations of foreign born citizens who have helped in this matter with great interest and intelligence. I feel that there is a great want of books dealing with British and Canadian forms and institutions in such languages as those above mentioned, for the education of these citizens who are only too anxious to assimilate themselves to the ways of the country, if proper opportunity is given them. A high class of intelligence prevails among these people and their selection of reading matter in their own languages consists generally of works on educational, social and literary matters. I am sure that a great work can be done by the Public Library, if only books such as I have suggested above could be procured. Unfortunately, I have been unable to find that they exist. It is a matter that our educa-

tional authorities might turn their attention to with great advantage.

The "suggestion form" has been made liberal use of by visitors to the library and much valuable material has been added by this means.

BOOKS ON SHELVES DECEMBER 31, 1913

Circulation Department

CLASS:	Central Library		Albert Branch		Eastern Branch		Totals
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	
General.	11	..	2	1	2	..	16
Philosophy	110	..	21	..	13	..	144
Religion	166	27	19	6	4	4	226
Sociology	359	43	42	7	24	13	488
Philology.	6	..	1	..	2	..	9
Natural Science.	174	123	23	46	17	24	407
Useful Arts	371	53	54	11	41	..	530
Fine Arts.	340	21	20	4	16	1	402
Literature.	523	325	38	85	20	81	1,072
History	357	94	40	19	30	16	556
Travel	270	172	45	53	59	64	663
Biography.	454	43	11	7	5	9	529
German.	291	..	291
Fiction.	2,533	1,090	400	278	248	257	4,806
<hr/>							
Totals.	5,674	1,991	716	517	772	469	10,139
Reference Department							1,270
Total Volumes, December 31, 1913							11,409
Total Volumes, December 31, 1912							7,607
<hr/>							
Increase							3,802

CIRCULATION

The statistics given below show a satisfactory increase which has been largely helped by the opening of the two branches:

STATISTICS CENTRAL LIBRARY
Adult Department

Total, 1912	4,566
	4,647
	5,074
	4,031
	3,377
	4,470
	1,394
	3,585
	3,362
	4,194
	4,841
	4,021
	7,562

44968, 67, 1965, Total, 1973

Biography	113
	143
	172
	108
	111
	91
	96
	137
	105
	134
	112
	125
	447

Literature	1183	1196	2112	2204	2206	2261	239	603
	1183	1196	2112	2204	2206	2261	239	603

1128	98	91	91	1123	102	1128
93	93	94	94	76	100	108
82	82	82	82	82	82	82
99	99	99	99	99	99	99

Useful Arts	1777	1778	1779	1780	1781	1782	1783	1784	1785	1786	1787	1788	1789
213	167	141	124	1130	1162	1183	1161	1191	207	1063	1177	1141	1113
207	141	124	1130	1162	1183	1161	1191	207	1063	1177	1141	1113	1177
1130	1162	1183	1161	1191	207	1063	1177	1141	1113	1177	1141	1113	1177

49 Natural Sciences 67 75 46 62 35 35 76 50 48 60 66 69

2014-15 + 111 Languages

Helleidon 31
31
48
52
34
34
38
31
43
43
37
44
43
78

Philosophy 332 550 57 45 53 54 53 57 39 44 41 53 78

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STATISTICS—JUVENILE DEPARTMENT

ALBERT BRANCH—STATISTICS 1913

EASTERN BRANCH—SAILOR'S HOME

The following interesting analysis of the figures above given has been made by a writer on the staff of the "Daily Province" newspaper:

"In comparing the figures for 1912 and 1913 the fact is revealed that while the number of borrowers is increased and the number of books loaned from the library has also increased, the increase has not been in the same ratio. In 1912, 2,762 borrowers made use of the circulation department. Last year this number was increased to 4,045, or nearly 50 per cent. In 1912 the number of books issued aggregated 57,675, as compared with 75,446 in 1913. On an average each borrower in 1912 read 21 books, whereas last year only about 18 books were taken out by each of the borrowers. Asked why the number of books read by each individual had decreased, Mr. Honeyman said that it would appear that the public were reading better books and taking more time to digest their contents.

Delving further into the returns, this statement is verified. While the total number of works of fiction loaned in 1912 was 38,489, this number was only increased 20 per cent.; while the demand for books dealing with useful arts, that is to say, technical works, increased 66 per cent.; the totals for the two years being 1,294 and 2,063 respectively. Similarly a much greater demand for books classed as literature, travel and biography was shown, in each of these cases an increase of approximately 50 per cent. was shown. The demand for sociological works increased nearly 50 per cent., and the increased demand for books dealing with philosophy and religion is represented by 33 per cent.

In spite, however, of the increased demand for books of this class, the popularity of fiction and light reading still holds sway in the public mind, fiction volumes loaned still representing approximately three-fourths of the books which find their way into the people's homes."

NEWSPAPERS AND PERIODICALS

There has been a considerable number of additions to the list of those taken by the library. In making such additions particular attention has been given to the wants of those who require technical information with regard to their individual trades and handicrafts. There are now 147 newspapers and periodicals subscribed to for the central library, 12 for the Albert Branch, 18 for the Eastern Branch, making in all a total of 177.

At the Eastern Branch the figures include newspapers in Russian, German and Roumanian, and two Jewish weekly newspapers are also provided.

REPAIR DEPARTMENT

During the year 4,513 books were repaired—an increase of 879 over the previous year. A large number of these were of course works of fiction and juvenile books. All the heavy repair work from the branches is done at the Central Library. This work is being kept well in hand.

BINDINGS

Practically all books of fiction and juvenile books that are re-ordered to replace those worn out or destroyed, are now purchased in Chivers' Duroflexile Library Binding, which has proved very satisfactory.

CHILDREN'S DEPARTMENT

The circulation in this department has increased from 10,113 in 1912 to 14,062. This increase, however, is due entirely to the facilities afforded by the branches, showing that it is more convenient for the children to go to the branches than to the Central building. At the same time the interest at the Central building has been well maintained and has of late been considerably increased by the inauguration of a "story hour" on Saturday afternoons during the winter months. There is an average attendance at the "story hour" of between 50 and 60 children. A little certificate is given to each child who attends regularly for a certain number of Saturdays. These are much appreciated.

I am of the opinion that good work might be done among older children, that is to say, boys and girls from 12 to 14 or 15, by interesting them with talks on scientific and mechanical matters of a simple character. To make this a success, however, a certain amount of simple apparatus would have to be provided. Boys are greatly interested in anything pertaining to electricity, photography and similar things, and if a boy's attention is directed into these channels at this particular age, and even before he is capable of receiving regular scientific instruction, it may lead to tastes being formed which may be productive of good results in the future.

During October last the Superintendent of City Schools and myself had a conference respecting library work among the school children, and an outline of a scheme for co-operation was suggested along the following lines:

Where branch library buildings are in existence the school library for the district to be installed in the library building. In outlying districts, where schools have been built, but which are too sparsely populated to warrant the erection of library buildings, it was suggested that the School Board arrange for accommodation in public schools for branch libraries. It was thought that members of the school staff could be appointed by the Superintendent to take charge of the libraries, under the supervision of the library authorities, and attend, for the purpose of issuing books, such hours as might be arranged between the Superintendent of City Schools and the Librarian, she to be paid for this extra service by the Library Board. A committee of three or four teachers to be appointed by the Superintendent of City Schools to consult with and advise the Librarian with respect to the selection of children's books. The object of the arrangement suggested was to do away with the duplicating of expense at

present incurred by the providing of books for the children both in the schools and in the public library.

While the conference has not yet resulted in practical steps being taken, it is hoped that some scheme may be worked out along these lines in the near future.

REFERENCE DEPARTMENT

As already stated in this report, it was found necessary to move the Reference Library into more extensive quarters and to make it more effective by putting an official in charge of it. Miss E. M. Scott, a member of the staff, was accordingly fixed upon to undertake this work and was, through the kindness of Dr. Locke, Chief Librarian of Toronto Public Library, permitted to attend a course of instruction for about two months in the magnificent reference library of that city. Miss Scott returned at the end of June and immediately took charge of the reference work.

Large additions have been made during the year to the stock of books in this department, special attention being paid to providing reliable works on technical subjects for the use of the many mechanics who now reside and work in the city. The Rev. W. M. Fleming has been engaged as assistant reference librarian, and now takes charge entirely during the evenings.

A comprehensive system of clipping has been inaugurated, the clippings being placed in scrap books which are carefully indexed. In this department also a start has been made of a municipal reference library, with the idea of eventually transferring this to the municipal headquarters whenever proper accommodations can be provided.

The statistics given cover only ten months since the new arrangements with regard to this department came into effect.

REFERENCE DEPARTMENT REPORT

	No. of Books Consulted	Total No. of Readers
July...	466	513
August...	597	486
September ...	478	496
October...	481	480
November...	663	584
December...	646	621
<hr/>		<hr/>
Totals...	3,241	3,180

EDUCATIONAL COLLECTIONS

Two important additions were made to this department during the year. A very interesting exhibit, showing the complete history of the manufac-

ture of different kinds of carpets, was donated by The Toronto Carpet Manufacturing Company, Ltd. This collection is arranged in two wall cases, showing samples of manufacture at different stages, and illustrates with splendid photographs all the different machines used in the course of this manufacture.

A valuable collection of minerals, illustrative of the different silver and other ores of the Cobalt district, was also procured through the kind offices of the Chairman of the Temiskaming and Northern Ontario Railway Commission. The collection was got together by the commission's mining Engineer, Mr. Arthur A. Cole, B.S.C. Each specimen is carefully named and labelled, and altogether the collection is very interesting and instructive.

BORROWERS

The borrowers' cards of this library are issued for one year only, so that the figures given of borrowers represent only those whose cards were actually valid on the dates mentioned. On January 1st, 1913, there were 2,762 borrowers, and on December 31st there were 4,045. There were 2,324 entirely new applications for cards made during the year and 668 renewed applications.

TRANSIENT BORROWERS

The arrangement by which transient visitors to the city are enabled to borrow books from the library on making a deposit of \$3.00, is much appreciated and made use of. During the year 73 persons took advantage of this privilege.

INFECTIOUS DISEASES

Thanks largely to the effective measures taken by the medical health officer and staff and the general strictness maintained with regard to health matters, very little infectious disease has occurred in the city during the year. The Health Department deals promptly with books exposed to contagion and notifies the library of their action in each case.

READING ROOMS

These continue to be well patronized and on Sunday afternoons have even been at times uncomfortably crowded. The large number of papers and periodicals now taken provide a constant source of attraction. The additional reading room provided by the removal of the reference library has given further accommodation, which was required.

The behavior of the public in the reading rooms has been throughout excellent.

BRANCHES

When the policy of starting branch libraries was decided upon it was thought that it would have been possible to have the two branch libraries opened by July 1st. Unfortunately, owing to several delays, especially in

the shipment of furnishings, the buildings were not available to the public until the first of October. In the short time that they have been in operation, as will be seen by statistics given elsewhere, both these branches have fully justified their existence and, judging by results at the Albert Branch, it will not be very long before the board will have to consider the question of providing a larger and more permanent building.

The position of librarian at the Albert Branch was filled by the appointment of Miss Muriel H. Cass of the central staff. With regard to the Eastern Branch, it was thought advisable to secure the services of someone who could speak German and Miss Clara Kopp, who was at the time training for a teacher, was engaged, first serving as probationer the period of training in the Central library before she took up her duties at the branch.

Both branches have worked quite smoothly since the day they were opened. At the present time these buildings are only open from 2 p.m. to 10 p.m., with an hour's interval from 6 to 7 to enable the librarian to get supper.

The reading rooms are also kept open on Sundays from 2 to 5 p.m.

STAFF

Early in the year the question of providing a specially trained chief assistant was discussed by the board, such an appointment being necessary to relieve the librarian of a number of small details, the supervision of which interferred with more important work which he was called upon to undertake.

An application was received from Miss Natalie R. Niven of the staff of the New York Public Library, Muhlenberg branch. A member of the board, Mr. William Trant, who was on the point of visiting New York City, was delegated to interview Miss Niven and ascertain her experience and capabilities and report. This was done in due course and as a result of Mr. Trant's report, Miss Niven was engaged as chief assistant. She reached Regina on February 27th and took hold of the work on March 1st. Miss Niven proved herself a capable worker and her experience proved of great value in organizing better several departments of the work. Unfortunately, at the close of the year, she decided to accept another position in her own country, and at the end of December she sent in her resignation to take effect on the first of February, 1914. The two other members of the staff, Miss Portia M. Conkling and Miss A. Morrison, resigned during the year, both having been called upon to leave the city.

The opening of the branches also made some readjustment of the staff necessary. Miss N. Darwin, formerly of the staff, was re-engaged and Miss M. M. A. Porter and Miss V. McNeice were taken on as probationers, Miss Porter subsequently receiving a permanent appointment. Miss T. Zeats, a former member of the staff, has also given her services when

required during vacations and in cases of sickness. Rev. W. M. Fleming was appointed assistant to Miss Scott in the reference department, and Miss Muirhead continues her duties as stenographer and accountant in the librarian's office.

I desire to express my appreciation of the support given me in the work of the institution by all members of the staff.

The following regulations with respect to applications for positions on the library staff have recently been adopted by the board, together with the annexed scale of salaries.

INFORMATION FOR APPLICANTS FOR POSITIONS ON STAFF OF REGINA PUBLIC LIBRARY

1. No application will be considered from anyone under eighteen or over thirty-five years of age.
2. Applications from married women are not desired.
3. Other things being equal, preference will be given to applicants who are residents of the city, and hold a second or first-class diploma of Regina Collegiate Institute.
4. Applicants other than those mentioned in paragraph 3 must give satisfactory proof that they possess educational standing equal to that required for a Province of Saskatchewan second class non-professional certificate, or in lieu thereof must be prepared to pass creditably an examination covering literature, history, current events and general information.
5. The proper form must be filled out in the applicant's own handwriting, and in the case of applicants residing in the city, application must be handed in personally to the Chief Librarian, with whom an appointment for the purpose may be made by 'phone.
6. Applicants from outside points must submit a recent photograph of themselves which will be promptly returned.
7. The order in which applications are received does not affect the applicant's chance of appointment.
8. All information given on the form of application will be treated as confidential.

Scale of Salaries

Service.	Minimum per m'th.	Maximum per m'th.
Probationers (first 3 months	\$45.00	\$45.90
Desk assistants	50.00	65.00
Assistants in charge of departments or branches.	60.90	75.00
Chief assistant	79.00	100.00
Clerks (office)—From \$60.00 up according to nature of service.		

Increases will be given each year up to the maximum when authorized by the Library Board, upon the recommendation of the Chief Librarian, for good conduct, faithful service and ability.

LIBRARY PAPER

As indicated in my last report, the arrangement made with Mr. G. S. Houston for the publication of the monthly library paper terminated with the close of 1912. A good deal of difficulty was experienced in getting anyone to take the matter up on the same basis, and indeed the publication of the paper had to be abandoned for some months. However, in October I was able to make a satisfactory arrangement with the Caxton Press, Limited, Printers, and the publication was resumed with the November number. I trust that the arrangement which has been entered into will insure that the paper will be placed on a permanent basis. As indicated by the statistics given above under the head of "Borrowers," the constant fluctuation of the population hinders the success of the library, and it is only by strenuous efforts in the way of publicity that the advantages of the institution can be kept before the constantly changing population. There is no better method of effecting this than by the little paper we publish, as it costs the public nothing and is circulated not only from the Central library and branches, but also by means of some of the stores who give the paper away to their customers. I trust that at an early date the publishers may see their way to enlarge the paper to twelve pages, as this would allow of it being made much more interesting than it can be under present conditions.

GENERAL

Besides the duties which strictly devolve on the Chief Librarian of a library as large and important as that of Regina, he is called upon to do a great deal of correspondence on matters more or less relating to the library and its work. The Regina institution is becoming a general clearing house for the province and even outside of it on library subjects; and advice and information is constantly being asked for by municipal and library authorities in other cities and towns. A large number of appeals for assistance in the matter of providing books have been received from people at country points. It is hoped that the legislation passed at the last session of the Provincial Legislature will in some way provide for proper reading facilities for the country districts, but I do not think the people of this province should rest satisfied until they have a proper and effective system of travelling libraries maintained and supervised by the Provincial Government, such as those now in operation in the Provinces of Ontario and British Columbia, and in practically every state of the American Union.

One feels bound to recognize in this connection the valuable work that is now being done by the Aberdeen Association in providing literature for the settlers in outlying districts. This work is done without remuneration

by a devoted band of ladies who cheerfully give their time and a great deal of labor to the interests of the Association.

Steps were also taken this year to endeavor to form a Provincial Library Association, and with this object in view the other libraries in the province were communicated with. Many favorable replies were received, and it is hoped that before long The Saskatchewan Library Association will become a useful and active institution.

In August last year, the librarian received an invitation from the City of Moose Jaw to attend the opening of the new Public Library of that city, which was then just completed at a cost, including furnishings, of \$100,000. The matter was laid before the chairman of the board and it was decided that the undersigned should attend the ceremony, officially representing the Regina Library Board on the occasion. The opening ceremony took place on August 8th at 8 p.m., when there was a large attendance of citizens. Short speeches were made by the chairman of the board, the mayor and the undersigned.

I have to express my sincere thanks to our city newspapers for the attention given to library matters. Such support means a great deal to the library and much of the success of the institution is undoubtedly due to the generous treatment accorded it in the columns of our city papers.

My thanks are especially due to the editors of "The Regina Leader" for placing at our disposal a page of that paper, once a month, during the time when our own little publication was in abeyance.

To the members of the board I wish to express thanks for their kind consideration of the several suggestions made to them from time to time during the past year.

Respectfully submitted.

J. R. C. HONEYMAN,

Chief Librarian.

Report of the Secretary-Treasurer

To the Chairman of Regina Library Board.

Sir—I beg to submit my report as Secretary-Treasurer of Regina Library Board for the year ending December 31st, 1913.

Twelve meetings of the Board were held during 1913. As will be seen from the statements appended hereto, the expenditures on capital account were considerable, this being due to the establishment of the two branch libraries. The operating expense of these buildings covers only four months of the year, as they were opened to the public just at the beginning of October.

The work of the office shows a considerable increase, as the following statistics will show:

	1912	1913	Increase
Communications received	1,399	1,645	246
Communications sent out	1,165	1,496	241
Vouchers prepared	356	595	239
Cheques issued	509	613	106

At the request of the City Auditor, the arrangement in force by which the estimates of the board were submitted to the City Council in May, was changed, and the estimates are now submitted in January for the year. The rate of assessment for the library purposes was the same as the previous year, namely, one-third of a mill.

Statements of the receipts and expenditures of the board for each month have been regularly transmitted for the information of the City Council.

Returns for the Provincial Government to enable the library to draw the Government Grant were duly prepared and forwarded.

I submit herewith balance sheet prepared by the City Auditor showing the financial standing of the board on December 31st, 1913; also a statement of receipts and expenditures during 1913.

Balance Sheet as at December 31, 1913

Assets—	
To Lots 33-38, block 344	\$ 43,500.00
" Central Library—	
Building	52,701.61
Books	*9,727.54
Furniture and fixtures	7,573.57

*Books being purchased through the Chief Librarian's office have been charged to the Central Library. The distribution is approximately as follows: Central Library, \$7,253.54; Albert Branch, \$1,233.00; Eastern Branch, \$1,241.00.

Stationery and office supplies	50.90
Periodical files.	30.00
“ Albert Branch—	
Building.	2,393.95
Furniture	787.40
“ Eastern Branch—	
Building.	2,100.78
Books	8.71
Furniture	698.19
“ Bank balances	1,084.96
“ Cash on hand, all offices.	59.83
“ Provincial Government	200.00
“ City of Regina	15,840.91
“ Accounts receivable	3.09
	<hr/>
	\$136,760.36

Liabilities—

By Notes payable.	\$ 15,000.00
“ Accrued interest on note.	235.09
	<hr/>
“ Accounts payable	962.50
“ Surplus—Capital.	119,843.95
Revenue	718.91
	<hr/>
	\$136,760.36

Receipts and Expenditures

Receipts, 1913

Balance January 1, 1913	\$ 270.46
City Grant, balance 1912 and part 1913.	17,275.64
Provincial Government Grant.	209.00
Fines, etc., Account—	
Fines.	\$536.06
Rent, lecture room	80.50
Refunds, customs.	46.45
Sales, furniture	25.00
	<hr/>
Fines, Albert.	5.00
Interest refunded.	2.00
Loans, notes.	15,500.90
“ overdrafts.	10,963.16
	<hr/>
	\$44,904.27

Expenditures, 1913

	Central Library	Albert Branch	Eastern Branch	Totals
Capital Account—				
Building.	\$ 295.00	\$ 2,389.20	\$ 2,100.78	
Books.	1,800.92	1,233.00	1,249.71	
Periodicals.	47.42	
Furniture and equipment . .	1,535.84	772.90	683.60	
Mineral collection.	25.10	
	_____	_____	_____	
	\$ 3,614.28	\$ 4,395.10	\$ 4,034.09	\$12,043.47
	_____	_____	_____	
Maintenance Account—				
Building.	\$ 117.18	
Grounds.	228.02	
Fuel, light, water.	2,125.92	57.98	99.86	
Janitor's Supplies, etc.—				
Scrubbing, extra help, miscellaneous and sanitary supplies	422.82	16.15	26.60	
Printing and supplies—				
Printing, telephones (3), office supplies, library supplies	870.27	32.79	30.59	
Freight and express.	234.40	
Salaries.	7,441.40	335.75	342.40	
Periodicals.	215.38	29.95	58.48	
Postage	96.05	
Miscellaneous—				
Taxes, interest on loans, repairs, insurance.	907.89	66.40	55.05	
	_____	_____	_____	
	\$12,659.24	\$ 539.02	\$ 603.98	\$13,802.24
Loans repaid	17,963.16
	_____	_____	_____	_____
				\$43,808.87
Balance general account, December 31.		\$1,084.96		
Balance petty cash, December 31.		10.44	1,095.49	
	_____	_____	_____	
				\$44,904.27
	_____	_____	_____	_____

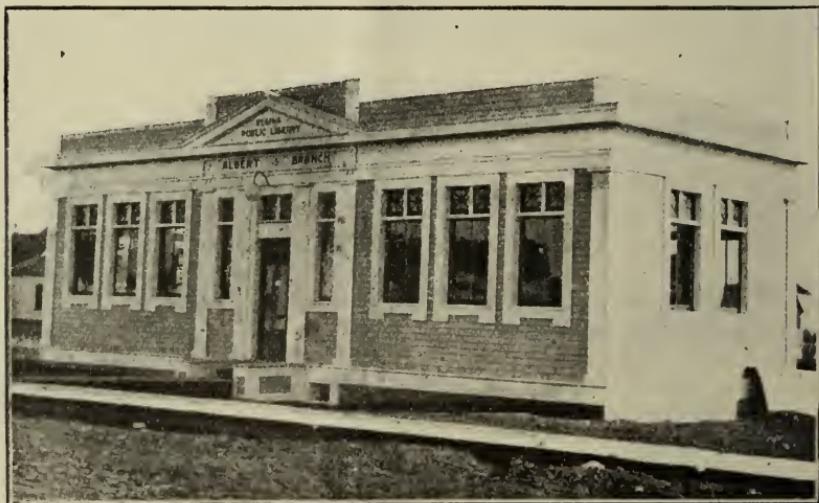
J. R. C. HONEYMAN,

Respectfully submitted.

Secretary-Treasurer **Regina Library Board.**



EASTERN BRANCH LIBRARY



ALBERT BRANCH LIBRARY

REGINA PUBLIC LIBRARY

Reports

of

The Chief Librarian and
Secretary-Treasurer
for the Year 1914.

PRINTED BY ORDER OF THE LIBRARY BOARD.

REGINA PUBLIC LIBRARY

Reports

of

The Chief Librarian and
Secretary-Treasurer

for the year 1914.

Library Board, 1914

REV. CANON G. C. HILL, Chairman

JOHN McCARTHY

C. NIVINS, B.A.

NORMAN MacMURCHY, B.A.

WILLIAM TRANT

A. W. POOL

HIS WORSHIP THE MAYOR (Ex-Officio.)

J. R. C. HONEYMAN, Secretary-Treasurer.



Library Staff

Chief Librarian—J. R. C. HONEYMAN.

Chief Assistant—MISS M. H. CASS

Assistants, Circulation Department

MISSES N. DARWIN, V. McNIECE, M. HAWARD

Repair Department—MISS V. McNEICE

Children's Librarian and Supply Clerk—MISS O. R. WELSH

Reference Librarian—MISS E. M. SCOTT

Assistant—REV. W. M. FLEMING

Stenographer and Accountant—MISS M. MUIRHEAD

Janitor—C. W. ROBERTSON

Librarian, Albert Branch—MISS M. M. A. PORTER

Librarian, Eastern Branch—MISS E. A. W. PITHIE



REV. CANON GEORGE C. HILL
CHAIRMAN OF REGINA LIBRARY BOARD SINCE 1908

Regina Public Library

Report of the Chief Librarian

To the Regina Library Board.

Gentlemen:—I have the honor to submit herewith my sixth annual report as Librarian of Regina Public Library.

BUILDINGS

With the exception of the usual repairs and renewals and the re-roofing of the Eastern Branch building, there was no expenditure incurred during the year under this head.

EQUIPMENT

A Roneo duplicator was procured for the purpose of enabling the library to issue bulletins and circulars; and additional card index cabinets were purchased for the Reference Room and Branches.

GROUNDS

The grounds have been well taken care of by the City Parks' staff, under the direction of Superintendent of Parks Venzke. Some improvements were also carried out at the Eastern branch. The Central Library has been kept supplied with cut and pot flowers during the winter, which add much to the attractiveness of the reading rooms.

BOOKS

The following table shows the stock of books, under the different classes, on hand at the end of the year at the Central Library and Branches:

BOOKS ON SHELVES, DECEMBER 31st, 1914

CLASS	CIRCULATION DEPARTMENT						Totals
	Central Library		Albert Branch		Eastern Branch		
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	
General.....	60	..	2	..	2	..	64
Philosophy.....	146	..	30	..	21	..	197
Religion.....	196	24	28	6	9	4	267
Sociology.....	405	53	62	12	35	17	586
Philology.....	10	..	2	..	2	..	14
Natural Science...	220	147	56	57	49	35	565
Useful Arts.....	430	67	91	19	70	3	680
Fine Arts.....	468	25	30	4	20	1	548
Literature.....	467	366	60	78	27	84	1,103
History.....	416	128	70	35	53	30	732
Travel.....	298	175	44	102	74	110	805
Biography.....	548	49	36	7	20	10	675
German.....	291	..	291
Roumanian.....	13	..	13
French.....	22	1	..	1
Gaelic.....	10
Russian.....	109	..	109
Fiction.....	2,933	1,339	702	421	514	351	6,282
Total Circulation							
Department.....	6,650	2,373	1,213	741	1,310	645	12,932
Reference Dept...	1,616	61	13	48	12	43	1,793
Total Volumes, December 31st, 1914.....							14,725
Total Volumes, December 31st, 1913.....							11,409
Increase.....							3,316

662 books were withdrawn from circulation during the year. Of these 48 were destroyed by the health department on account of being exposed to infectious disease. The balance were, with the exception of a few not returned, worn out. Of the above number 342 were replaced.

REPAIR DEPARTMENT

During the year 3527 books were repaired; a decrease of 986 from the number in 1913. This is rather remarkable in view of an increased circulation of nearly 40 per cent., and is attributable, to some extent at least, to the large number of books in Chivers' and other special library bindings now on the shelves.

TECHNICAL BOOKS

The library has endeavoured to make a feature of technical books, especially those which are likely to be useful to the artisan. The purchase of works of this class requires special knowledge, both for the purpose of withdrawing books which have become out-of-date and for adding those which are up-to-date and practical. Last autumn this matter was taken up with the Regina Trades and Labour Council who were asked if they would be willing to assist the Library in the selection of technical books of interest to the various trades represented by their organization. The Council readily acceded to the request and appointed a committee to confer with the librarian. It was suggested that the Council appoint sub-committees from each trade to examine books now on the shelves, to put aside all that had become out-of-date, or otherwise unsatisfactory, and to make suggestions as to the purchase of both books and technical magazines. Owing to the outbreak of the war and the departure for military service of some of the members of the Council there was some delay in getting the committee to work. Subsequently, however, committees representing the Carpenters, the Bricklayers and Masons, after having been furnished with lists, visited the library and made a careful examination of the books relating to their respective trades and made many valuable recommendations and suggestions. It is hoped to have the work completed early in 1915.

MUSIC LENDING SECTION

A new feature of the work of the library during 1914 was the initiation of a music lending section. The matter was first fully discussed with musicians of the city, and especially with the officers of the Women's Musical Club. As the idea seemed to be a welcome one to the musical people of the city, steps were taken to put it into effect. The collection so far consists of 75 volumes of Songs, Oratorios, Operas in Vocal Score, Overtures and Symphonies, Piano Classics, Piano Works Romantic School, by great composers. The music books are loaned in the same way as the books in the general circulation department, but borrowers have to sign a special application and obtain a special

borrower's card. This section seemed at once to commend itself to popular favour, and at the end of the year there were 126 borrowers making use of it. It would seem as if the library were justified in making considerable additions to this section.

The undertaking created some interest outside of the city, and the Canadian Music Trades Journal devoted a considerable space to it in its July issue. From this article, it appeared that the music dealers of the city looked with favour upon the arrangement as one likely to encourage business. As one dealer expressed it when asked whether the lending of music by the library would interfere with his business; "I do not see" he said "how this would interfere with the music houses, as the easier you can make it for people to get music, the greater interest will be taken in the selling of musical instruments which are required for the use of this music." The grateful thanks of the library are due to the members of the Women's Musical Club of Regina who assisted in the selection of works for this section.

CIRCULATION STATISTICS

The Statistics do not include books issued for Reading Room use, of which the number daily is considerable.

CENTRAL LIBRARY—ADULT DEPARTMENT

	1914	General Works	Philosophy	Religion	300 Doctology	400 Languagé	500 Science	600 Cesful Arts	700 Fine Arts	800 Literature	900 History	930 Trave	960 B 920	990 Biography	100 Total, 1914	
January	79	71	136	8	89	260	193	336	152	248	167	4,832	6,571	4,797	1914	
February ...	3	86	49	148	3	81	280	204	355	165	228	188	4,653	6,443	5,183	Total, 1914
March	3	81	70	167	4	68	322	179	338	147	197	149	4,766	6,491	5,475	Total, 1914
April	3	60	59	111	4	69	215	121	269	107	161	115	4,184	5,578	4,592	Total, 1914
May	2	46	34	82	..	43	159	173	250	121	156	102	3,940	5,108	4,704	Total, 1914
June	1	44	33	100	..	66	166	156	216	105	122	92	3,563	4,665	4,292	Total, 1914
July	2	74	35	69	1	48	135	134	213	103	116	103	3,406	4,339	4,429	Total, 1914
August	8	58	36	103	1	39	149	114	162	117	124	91	3,590	4,592	5,155	Total, 1914
September ..	11	48	46	77	2	52	153	132	156	109	106	109	3,791	4,825	4,744	Total, 1914
October	68	51	51	88	2	66	190	190	207	135	137	129	4,338	5,652	5,149	Total, 1914
November ..	48	45	50	119	3	50	192	181	223	130	125	133	4,166	5,465	5,191	Total, 1914
December ..	75	57	49	143	4	62	212	178	233	149	169	119	4,335	5,785	4,963	Total, 1914
Total	257	729	583	1,343	32	733	2,433	1,955	2,958	1,540	1,890	1,497	49,564	65,514	58,674	Total, 1914

CENTRAL LIBRARY

STATISTICS—JUVENILE DEPARTMENT

ALBERT BRANCH STATISTICS, 1914

ADULT
DEPARTMENT

ALBERT BRANCH STATISTICS, 1914

EASTERN BRANCH STATISTICS, 1914

EASTERN BRANCH STATISTICS, 1914

JUVENILE DEPARTMENT	Building opened September			Total, 1913		
	1914	1913	Total, 1914	1913	1914	Total, 1913
General Works	000	100	Philosophy	100	200	Religion
000	100	100	Sociology	300	400	Language
000	100	100	Science	500	600	Useful Arts
000	100	100	Fine Arts	700	800	Literature
000	100	100	History	900	900	900
000	100	100	Biography	930	930	930
000	100	100	Travel	910-919	910-919	910-919
000	100	100	Fiction	B 920	B 920	B 920
000	100	100	Total, 1914	580	576	580
000	100	100	Total, 1913	750	750	750
000	100	100	Total, 1914	667	665	667
000	100	100	Total, 1913	297	236	297
000	100	100	Total, 1914	253	94	253
000	100	100	Total, 1913	118	118	118
000	100	100	Total, 1914	169	169	169
000	100	100	Total, 1913	292	292	292
000	100	100	Total, 1914	130	130	130
000	100	100	Total, 1913	233	233	233
000	100	100	Total, 1914	451	451	451
000	100	100	Total, 1913	621	621	621
000	100	100	Total, 1914	524	524	524
000	100	100	Total, 1913	493	493	493
000	100	100	Total, 1914	374	374	374
000	100	100	Total, 1913	1,638	1,638	1,638
000	100	100	Total, 1914	4,724	4,724	4,724
000	100	100	Total, 1913	3,345	3,345	3,345

SUMMARY

	Adult	Juvenile	Total
Central Library	65,614	11,508	77,122
Eastern Branch	6,075	4,724	10,799
Albert Branch	9,634	8,394	18,028
—————	—————	—————	—————
Total, 1914	81,323	24,626	105,949
Total, 1913	61,384	14,163	75,557
—————	—————	—————	—————
Increase	19,939	10,463	30,402
	—————	—————	—————

REFERENCE DEPARTMENT

A very large amount of valuable work which does not appear in the statistics is being done in this department. Miss E. M. Scott, Reference Librarian, has done excellent work in the way of indexing and arranging valuable records of various sorts. Miss Scott reports as follows:—

“The year 1914 has on the whole been a satisfactory one for Reference work in spite of our statistics, which show a slight decrease from those of 1913 in the number of readers for the period during which comparative figures are available. A barrier was erected several months ago to keep the public from free access to the stacks, as it was found that certain books had been mutilated; so that now only people who are really seeking information visit this department.

Much work has been done in the form of furnishing material for debates and essays, especially for students of the Public and Normal Schools and the Collegiate Institute.

Since the commencement of the war in August, several complete books of newspaper clippings have been indexed, and filed away for reference. The Times “History of the War” and war maps have been much in demand, as have also magazine articles on the same subject.

Clippings of current events have been kept up-to-date and an index to the back numbers of the “Morning Leader” and “Nineteenth Century and After” is being prepared.”

REFERENCE DEPARTMENT STATISTICS

1914	No. of Books Consulted	Total No. of Readers
January.....	730	662
February.....	798	787
March.....	791	844
April.....	584	697
May.....	407	440
June.....	445	420
July.....	421	406
August.....	293	373
September.....	393	455
October.....	406	461
November.....	424	438
December.....	333	353
Total, 1914.....	6,045	6,338
Total, 1913, (from July 1st.).....	3,241	3,180

CHILDREN'S DEPARTMENT

CENTRAL LIBRARY

The statistics show that the work of this department is retaining its popularity. An attempt has been made to give special interest to the children's "Story Hour" by having ladies and gentlemen of the city who are qualified, take a special story hour on the first Saturday of each month. I feel strongly that useful work along these lines could be done with older children than those who usually attend, but under present circumstances, it is difficult to arrange this. The children who do attend regularly are often required to bring younger brothers or sisters with them and the speaker has to accommodate herself to the intelligence of the younger ones, otherwise there is a good deal of restlessness. I believe that the 'story hour' idea might be even adapted for the benefit of adult persons, but with our present limited accommodation it is impossible to arrange anything of this kind. Miss Olive R. Welsh, Children's Librarian, reports as follows:—

"The past year has been one of increasing interest in the children's department. The new books have been a great attraction. One in particular which has been received with enthusiasm is "With French at the Front" by Captain Brereton. The annuals both in circulation and reference departments are much read. They gain in popularity each year. Boys and

girls spend part of their noon hours and after school chuckling over the stories or planning new things to make. The bulletins, a new feature with us, make a useful way of drawing attention to special lines of reading as, "Wireless Telegraphy" or the special "Seasons." 'Story Hours' have not been as well attended as last year, but the interest is genuine.

The addition of a number of new pictures makes the room even more attractive. The out of town visitors have been numerous and most appreciative."

BRANCH LIBRARIES

The work of these branches has been most satisfactory and has fully justified the policy of the Board in opening separate branch buildings. The question of further extension in this direction should have early consideration as, even if it may not be possible to arrange for additional buildings, a policy could be laid down which would work in satisfactorily with the city planning movement which has already been to some extent under discussion, and for which preliminary plans have been prepared by Professor Mawson.

The Eastern Branch building is already proving almost too small, so far as the reading room accommodation is concerned, and is at times uncomfortably crowded. I herewith submit reports by the librarians of each of those branches:—

ALBERT BRANCH

"The Albert Branch Library has been opened for 16 months and has been very much appreciated on the north side. During the last year there has been steady improvement in every way. The number of borrowers, both adult and juvenile, has increased and there have been a number of new books added to the circulation department. The latest arrangement about sending books from the Central Library to this branch, to be returned when a fresh supply is sent out, has met with the approval of most of the borrowers. Some of the adult borrowers are very regular, having joined the library when it was first opened, and have taken out books ever since. Some have stopped for a time, but renewed again. Others again have regretted the necessity for severing their connection with the library, and have testified to the benefit derived from its privileges.

Fiction has been more in demand than non-fiction, but the circulation of the latter is steadily increasing. The reading room is well patronised by people making use of all the periodicals, and some days it is hard to accommodate them all. But

Library Board, 1914



NORMAN MacMURPHY, B.A.
Principal Collegiate Institute



CHARLES NIVINS, B.A.
Vice-Principal Provincial Normal School



WILLIAM TRANT
Police Magistrate

Library Board, 1914



A. W. POOL
City Commissioner



JOHN McCARTHY
Member of Board since 1898



HIS WORSHIP MAYOR ROBERT MARTIN

the busiest time is after school hours when the young borrowers troop in, either for books to take home or to use in the reading room. The Annuals and Books of Knowledge are in great demand then. There is a marked improvement in the care of these books, in fact, in the general behaviour of the children. New books are eagerly looked for by both old and young.

M. M. A. PORTER, Librarian."

EASTERN BRANCH

"Miss Kopp, the former librarian of this branch resigned in May when I took over her work. I find the work and people who attend the library most interesting. As will be seen by the statistics, the circulation decreased during the summer months, owing to the fact that many of the people living in this district go out working in the country then. Since fall, however, circulation has gone up again. But the reading room especially has been patronised during the last few months, and has proved a very great boon to many who have had no employment. Last May over a hundred Russian books were added to the library, and have been very much appreciated by the Russian colony, many of whom are reading here who never read in their own country. They are glad too, to be able to read the books as they are written, and not cut into by the censors as so many of the Russian books are.

During the fall several normal students (German, Austrian, Russian,) joined the library and tell me they find it very helpful to them in their work.

The newspapers and periodicals, English, German, Russian, Roumanian and Ruthenian, are very much read and it is very amusing how people come in here expecting to find books and papers in almost every language under the sun. The never failing kindness and politeness of the people of all nationalities as well as their interest in and appreciation of the library do much towards making the work very pleasant.

EVELYN A. W. PITHIE, Librarian."

READING ROOMS

The reading rooms at the Central Library and Branches have been exceedingly well patronised during the year, especially since there has been so much unemployment in the city. The conduct of the public in these rooms has on the whole been excellent. On Sunday afternoons the rooms are generally crowded.

DEPREDACTIONS

We have to complain of the usual annoyances incidental to a public library in the way of petty pilfering and mutilation of magazines, the latter especially in the ladies' reading room of the central building. Steps were taken to try to put a stop to this with some success. A number of colored plates from a book of reproductions of celebrated paintings were abstracted from the Reference Room. This led to the erection of a barrier in that department, beyond which the public are not now allowed without special permission.

On the night of Sunday, September 27th, the Albert Branch Library was broken into. The librarian's desk was forced open and the sum of \$8.50 abstracted from the till. The burglar, who appeared to be an amateur at the business, seems to have entered by the coal chute, and being dissatisfied with the amount of his spoils, revenged himself by strewing all the catalogue cards about the floor. The matter was promptly reported to the police, but the burglar was not caught. About ten days afterwards a similiar entry was made into this building but as there was no money in the till, nothing was lost, although, as formerly, the catalogue cards were scattered over the floor. No arrests were made in connection with this robbery.

BORROWERS

Borrowers' cards are issued for twelve months at a time only. On December 31st there were 3,483 ordinary adult borrowers' cards in use, 1519 Juvenile cards, 144 music cards and 98 students cards. These last are issued only to students, professional men and others undertaking special courses of study through the library. 72 persons made use of the transient borrowers' privilege.

VACATION LIBRARIES

A new feature was introduced during the year by which citizens spending the summer vacation at the popular resorts could be supplied with reading matter for themselves and families. The following regulations sufficiently indicate the nature of the arrangement:—

REGULATIONS FOR VACATION LIBRARIES

Season, 1914.

This library is loaned on the following conditions:—

1. This collection of books is loaned only for use by the family whose head has signed the application, and their guests.

2. The library must be returned to the Public Library, Lorne Street, Victoria Square, Regina, not later than October 1st, 1914, in good order—fair wear and tear excepted. Any damage or loss must be made good to the Library Board. If the library is kept out longer than the time mentioned, a fine of five cents a day will accrue on each book.
3. Books may be exchanged at any time. Individual books of the collection may be sent in and exchanged for others, or the whole collection may be sent in and exchanged for another without any further application being signed. Transportation charges both ways must in every case be borne by the borrower.
4. An inventory showing the value of each book will be found in each case.
5. A convenient carrying case is provided with each library. This is the property of Regina Public Library and is not to be used for any other purpose than for holding the library. Books when not being read should be kept in the case.

These libraries were put up in light cases which could be conveniently carried by hand or shipped by express. Although the arrangements for putting this scheme into effect was somewhat hastily made about the middle of June, the vacation library at once met with popular favour and 18 libraries were supplied. Several were sent back for renewal during the vacation period. Many of those who made use of them have expressed their pleasure at the introduction of this new feature of our work.

NEWSPAPERS AND PERIODICALS

A few minor changes have been made in the list of periodicals taken. There are now 129 newspapers and periodicals subscribed to for the Central Library, 11 for the Albert Branch and 24 for the Eastern, making a total of 164, of which 13 are in foreign languages. Owing to the conditions created by the war, it has been considered advisable to discontinue present subscriptions to German newspapers and periodicals.

THE LIBRARY AND THE FOREIGN BORN POPULATION

The Public Library has an important duty to perform towards citizens of foreign birth and extraction. Many of these

are men of good intellectual capacity and a number are of fair education. The problem is to bring them into touch with our Canadian institutions and habits of thought, and to implant in their minds those ideals for which the British Empire stands. Unfortunately there are practically no books written having this end in few, and this, I think, is a serious want in our educational system. It is true that the children are brought into contact with these ideas at school, but the parents, few of whom can read English, are at a decided disadvantage in this respect.

In the United States some steps have been taken by various organizations to institute a propaganda along these lines. Notably the Immigration Publication Society, Inc., of New York City, aims to publish aids to foreigners; books on the United States government, history and ideals, and lists which include both works of culture and simpler books adapted to the working men. It works democratically for the foreigner with the co-operation of the leaders of his race.

There would appear to be a fertile field in Canada for the operation of a society having similar objects in view. It would seem reasonable to expect that Governments which are responsible for bringing into the country the peoples of middle Europe, should go a step further and see that they are guided into lines of thought which will render them loyal and useful British citizens. Having this thought in mind, I entered into correspondence with the Superintendent of Immigration at Ottawa, in which I ventured to draw his attention to this matter along the lines above indicated, and I subjoin his reply.

(Copy).

The Superintendent of Immigration,
Ottawa, Ont.,

June 23rd, 1914

Sir:—I beg to acknowledge the receipt of your favor of the 10th inst., calling attention to the lack of suitable books for the foreign speaking immigrants who have arrived in Canada and are in process of becoming Canadian citizens. I note your suggestion that this department might consider the publication of suitable literature, and I may say in reply that I am afraid we can scarcely do this as it is not distinctly immigration work and expenditure along that line could scarcely be charged to the appropriation for immigration work. In saying this I do not wish you to infer that this department is out of sympathy with the suggestion, which I think is a very good one, but it seems to me that the Province having educational work under its immediate control should make some provision for the education or enlightenment of people within its borders. I do not think that

the United States Immigration Department provides the reading matter used by the foreign speaking people in that country.

Your obedient servant,

(signed) W. D. SCOTT,

Superintendent of Immigration.

J. R. C. Honeyman, Esq.,
Regina Public Library,
Regina, Sask.

The work at present being done by the library in connection with the foreign born population is indicated by the following figures which are based upon certain statistics of the population of the city in a report of a Preliminary General Social Survey of Regina, made in September, 1913, and published by the Department of Temperance and Moral Reform of the Methodist Church, and the Board of Social Service and Evangelism of the Presbyterian Church jointly:—

(1). Proportion of the foreign born adult population taking books from the library is 6.05 per cent.

(1). The proportion of children of foreign born parents drawing books is about 21.8 per cent.

(3). The work in connection with the foreign born population is entirely carried on at our Eastern Branch, where we have books in Russian, Roumanian and German languages. The proportion of circulation of foreign books is approximately 33 per cent. of the total circulation of the branch referred to.

An interesting feature of the work has been the large number of Chinese who are now making use of the library; these use the Central building and read English books.

INFECTIOUS DISEASE

In accordance with an arrangement entered into between the librarian and the Health Department of the city some years ago, the sanitary inspectors take charge of any library books found in houses in which infectious diseases occur. The books are either destroyed or disinfected and returned to the library as the judgment of the Health Department officials direct. The Department promptly notifies the library of all books destroyed. This, of course, is a total loss; but the library cannot afford to take the risk of spreading disease. The greatest risk in connection with disease is not to the public but to members of the library staff; but no members of the staff suffered last year.

PUBLICITY

As intimated in the last annual report, the publication of the monthly library paper was resumed in October under an

arrangement entered into with the Caxton Press, Limited, Printers. The paper was regularly published until the end of August, when the publishers found that owing to the general depression, it was difficult to get sufficient advertising to pay the cost of printing, and therefore, they did not feel justified in continuing the arrangement, so, much to my regret, the publication was suspended. The Board, however, were good enough to authorize the purchase of a Roneo Duplicator, on which we now issue bulletins for distribution to the public. The following have been published during the year.

1. Books relating to the war.
2. Books on Music.
3. New Books.
4. Books on the War, No. 2.
5. Books of interest to Women.
6. Books for Business Men.
7. New books, annotated.
8. Books on Winter Recreations.
9. Books on Sunday School Work.
10. Books on Municipal Matters and Civics.
11. Books on Art.

Shortly before the annual exhibition of the Regina Agricultural and Industrial Association, the idea was suggested of having a library exhibit. As a matter of fact this had been under consideration before, but as I did not feel justified in asking the Board to go to the expense of renting a stand, nothing was done in the matter. However, this year, the exhibition authorities very generously and wisely gave free space in the main exhibition building to all local firms wishing to take advantage of the offer. We were happy to do so and a very good stand was allotted to us adjoining the north entrance. A complete library equipment was shown, and methods of using the various parts were demonstrated to visitors who were interested. The method of repairing books used by this library was also shown in its different stages. On the west wall of the booth (not shown in the picture), were displayed photographs and posters kindly lent for the occasion by the Library Commissions of the States of Wisconsin and Minnesota, illustrating travelling library systems in practice. Above these was displayed a card with the legend "Travelling Libraries! Why not in Saskatchewan?" A design prepared by Mr. Frank Knight, A.R.I.B.A. of this city, for a model public library building to cost about \$10,000.00, and one by Messrs. Storey and Van Egmond, Architects, also of Regina, for a village library to cost \$3,400.00 were also exhibited. Photographs of the social work carried on in connection with the Chicago Public Library at Stanford Park were displayed on the east wall.

The books shown were representative of the various classes on the shelves of the library. Many of the articles of furniture and equipment shown were specially loaned for the occasion by the Library Bureau of Canada, I.t.d., through the kind offices of Mr. H. W. Schafer, the Winnipeg manager.

A diploma was awarded the library by the exhibition authorities for this display.



Library Exhibit at Provincial Exhibition, Regina, 1914.

STAFF

The following changes took place during the year. Miss Niven, Chief Assistant, resigned her position and left the service at the end of January to take a similiar position in the United States. Miss M. H. Cass, librarian of the Albert Branch, was appointed Acting Chief Assistant and having given satisfactory service, was confirmed in the position on July 1st; Miss M. M. A. Porter of the Central staff taking her place at the Albert Branch.

Miss V. McNeice, probationer, passed the usual examination in literature, current events and general information, and was appointed to the permanent staff on March 1st.

Miss C. Kopp, librarian of the Eastern Branch, owing to illness in her family, found it necessary to resign and leave the city. Her place was taken by Miss E. A. W. Pithie.

Miss M. Haward, after probation was appointed to the staff on May 1st.

On the outbreak of the war and the organisation of a branch of the Canadian Patriotic Fund for the city, a meeting of the staff was held and it was unanimously resolved that each member should contribute, during the continuance of the war, at least one day's pay a month. From the time of the meeting up to December 31st, the staff have contributed \$123.80 to this fund. To all members of the staff my cordial thanks are due for the harmony and loyalty with which they have supported me in carrying on the work and promoting the objects of this institution.

GENERAL

In accordance with a resolution of the Board, I attended the Annual Conference of the American Library Association, held in the City of Washington, D. C., from May 25th to May 29th, and also took the opportunity of visiting a number of progressive public libraries. This trip has already been fully reported upon and the report published.

There has been considerable correspondence with other librarians on matters of administration, and active aid has been given in the organisation of the Saskatchewan Library Association.

The city newspapers have as usual given the library much assistance by the publication from time to time, of items of library news.

My thanks are due to many of our borrowers who have made useful suggestions and given expert information on certain books and helped in other ways.

Respectfully submitted,

J. R. C. HONEYMAN,

Regina, February 1st, 1915.

Chief Librarian.



J. R. C. HONEYMAN
CHIEF LIBRARIAN AND SECRETARY-TREASURER

Report of the Secretary-Treasurer

The Chairman, Regina Library Board.

Sir:—

I beg to submit my report as Secretary-Treasurer for the year ending December 31st, 1914.

11 meetings of the Board were held during the year. The following statistics show the work of the office:—

Communications received	1,438
Communications sent out	1,454
Vouchers prepared	641
Cheques issued	694

The accounts of the Board have been regularly audited by the city auditor each month and I submit below his statements for the year. A trial balance sheet for each month has been regularly forwarded to the city auditor.

The following is the financial statement for the year as prepared by the city auditor. Owing to the increase of the library circulation having turned out much greater than was anticipated at the time when the 1913 estimates were considered, certain expenditures, especially in the way of replacing worn books, were rendered necessary, involving the deficit on the year's business as shown below:—

Regina Public Library

CENTRAL LIBRARY

INCOME AND EXPENDITURE FOR THE YEAR ENDING DECEMBER 31, 1914

INCOME	EXPENDITURE
Fines and Miscellaneous Receipts	\$ 521.43
Books	32.45
Periodicals	1,488.74
Furniture and Equipment	47.57
Maintenance of Building	273.03
Maintenance of Grounds.	123.10
Fuel, Light and Water	323.27
Janitor's Supplies	1,475.74
Printing and Supplies	344.95
Freight and Express	708.11
Salaries	136.60
Periodicals	8,623.75
Postage	168.15
Miscellaneous	122.31
Depreciation on Books	330.08
Depreciation on Furniture	662.00
Bank Interest	93.00
Expenditure in excess of Receipts	544.75
	<hr/>
	\$15,497.60
	<hr/>

Regina Public Library

ALBERT BRANCH

INCOME AND EXPENDITURE FOR THE YEAR ENDING DECEMBER 31, 1914

INCOME		EXPENDITURE	
Fines and Miscellaneous Receipts	\$ 43.45	Building Capital	\$ 213.60
Books		Books	1,500.00
Furniture and Equipment		Furniture and Equipment	13.85
Maintenance of Building		Maintenance of Building	41.95
Fuel, Light and Water		Fuel, Light and Water	173.90
Janitor's Supplies		Janitor's Supplies	4.90
Printing and Supplies		Printing and Supplies	37.30
Freight and Express		Freight and Express	7.45
Salaries		Salaries	972.35
Periodicals		Periodicals	26.30
Miscellaneous		Miscellaneous	9.80
Expenditure in excess of Receipts	<u>2,957.95</u>		
	<u>\$3,001.40</u>		
		EASTERN BRANCH	
INCOME		EXPENDITURE	
Fines and Miscellaneous Receipts	\$ 39.75	Building Capital	\$ 13.40
Books		Books	1,500.00
Furniture and Equipment		Furniture and Equipment	12.40
Maintenance of Building		Maintenance of Building	98.45
Maintenance of Grounds		Maintenance of Grounds	2.50
Fuel, Light and Water		Fuel, Light and Water	191.20
Janitor's Supplies		Janitor's Supplies	6.50
Salaries		Salaries	969.75
Freight and Express		Freight and Express	6.00
Printing and Supplies		Printing and Supplies	43.17
Periodicals		Periodicals	82.87
Miscellaneous		Miscellaneous	3.25
Expenditure in excess of Receipts	<u>2,888.74</u>		
	<u>\$ 2,928.49</u>		

Regina Public Library

REVENUE ACCOUNT FOR THE YEAR ENDING DECEMBER 31, 1914.

INCOME	EXPENDITURE
Surplus Revenue January 1st, 1914	\$ 718.91
Taxes, City of Regina, 1914	18,900.00
Grant, Provincial Government, 1914	200.00
Balance to Balance Sheet (Deficit)	1,003.95
	<u><u>\$20,822.86</u></u>

CAPITAL	SURPLUS
Balance January 1st, 1914	\$119,843.95
32 CENTRAL LIBRARY	
Building	32.45
Books	1,488.74
Periodicals	47.57
Furniture and Equipment	273.03
ALBERT BRANCH	
Building	213.60
Books	1,500.00
Furniture and Equipment	13.85
EASTERN BRANCH	
Building	13.40
Books	1,500.00
Furniture and Equipment	12.40
	<u><u>\$124,938.99</u></u>

Regina Public Library

BALANCE SHEET AS AT DECEMBER 31, 1914

ASSETS	LIABILITIES
Lots 33-38 Block 344	\$ 43,500.00
CENTRAL LIBRARY	
Building	\$52,734.06
Books	10,562.99
Periodicals	47.57
Furniture and Equipment	7,740.60
Stationery & Office Supplies	50.00
Periodical Files	30.00
	<u>71,165.22</u>
ALBERT BRANCH	
Building	2,607.55
Books	1,560.00
Furniture and Equipment	801.25
	<u>4,908.80</u>
EASTERN BRANCH	
Building	2,114.18
Books	1,500.00
Furniture	710.50
Bank Balance	4,324.68
Cash on Hand all offices	764.75
Accounts Receivable	38.84
City of Regina	14,292.97
Provincial Government	<u>200.00</u>
Insurances paid in advance	14,492.97
Subscriptions paid in advance	95.50
Revenue Account Deficit	43.64
	<u>1,003.95</u>
	<u><u>\$140,338.25</u></u>

Respectfully submitted,

J. R. C. HONEYMAN, Sec'y-Treasurer

APPENDIX

NOTE:—The following statement is published in compliance with the request of the American Library Association to assist in establishing a uniform system of Library Statistics.

Annual Report for year ended 1914.

Regina Public Library.

City. Regina, Saskatchewan, Canada.

Population served—Estimate, 50,000.

Free for lending.

Free for reference.

Total number of agencies: Central Library, two branches in separate buildings

Number of days open during the year, 308.

Hours open each week for lending, 72.

Hours open each week for reading, 75.

	Adult	Juvenile	Total
Number of volumes at beginning of year	8,363	2,977	11,340
Number of volumes added during year by purchase	2,647	989	3,636
Number of volumes added during year by binding	69	..	69
Number of volumes withdrawn	265	55	320
Total number at end of year	10,814	3,911	14,725
Number of volumes of fiction lent for home use	59,858	17,355	77,223
Total number of volumes lent for home use	81,223	24,626	105,849
Number of borrowers registered during year	3,797	1,519	5,316
Total number of registered borrowers	3,797	1,519	5,316

Registration period—One year.

Number of newspapers and periodicals currently received 164

Number of persons using library for reading and study 6,338

RECEIPTS FROM		PAYMENTS FOR	
Unexpended balance	\$ 718.91	Maintenance	
Fines and Miscellaneous		Books.....	\$4,488.74
Receipts	604.63	Periodicals.....	324.89
Local Taxation	18,900.00	Salaries, Library	9,330.85
Provincial Grant.....	200.00	Salaries, Janitors	1,235.00
		Heat.....	1,043.59
		Light	665.80
		Other maintenance ..	3,334.64
Total	\$20,423.51	Total.....	\$20,423.51

THE
REGINA
LIBRARY

REGINA PUBLIC LIBRARY

Reports

OF THE

Chief Librarian and Secretary
Treasurer for the
year 1915



PRINTED BY ORDER OF THE
LIBRARY BOARD

ЭНТ
ЯАЛГАД ИНОН
ЧААЛГУ

REGINA PUBLIC LIBRARY

Reports

OF THE

Chief Librarian and Secretary
Treasurer for the
year 1915



PRINTED BY ORDER OF THE
LIBRARY BOARD

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РАДІО МНОІ
УКАЇМІ

Library Board, 1915

REV. CANON G. C. HILL, Chairman

JOHN McCARTHY, ESQ.

C. NIVINS, ESQ., B.A.

NORMAN McMURCHY, ESQ., B.A.

W. W. ANDREWS, ESQ., M.A., LLD.

A. W. POOL, ESQ.

HIS WORSHIP THE MAYOR (ex-Officio)

J. R. C. HONEYMAN, Secretary Treasurer

Library Staff

Chief Librarian—J. R. C. HONEYMAN

Chief Assistant—Miss M. H. CASS

Assistants, Circulation Department

MISSSES N. DARWIN, V. McNIECE, M. HAWARD

Repair Department—MISS V. McNIECE

Children's Librarian and Supply Clerk—MISS O. R. WELSH

Reference Librarian—MISS E. M. SCOTT

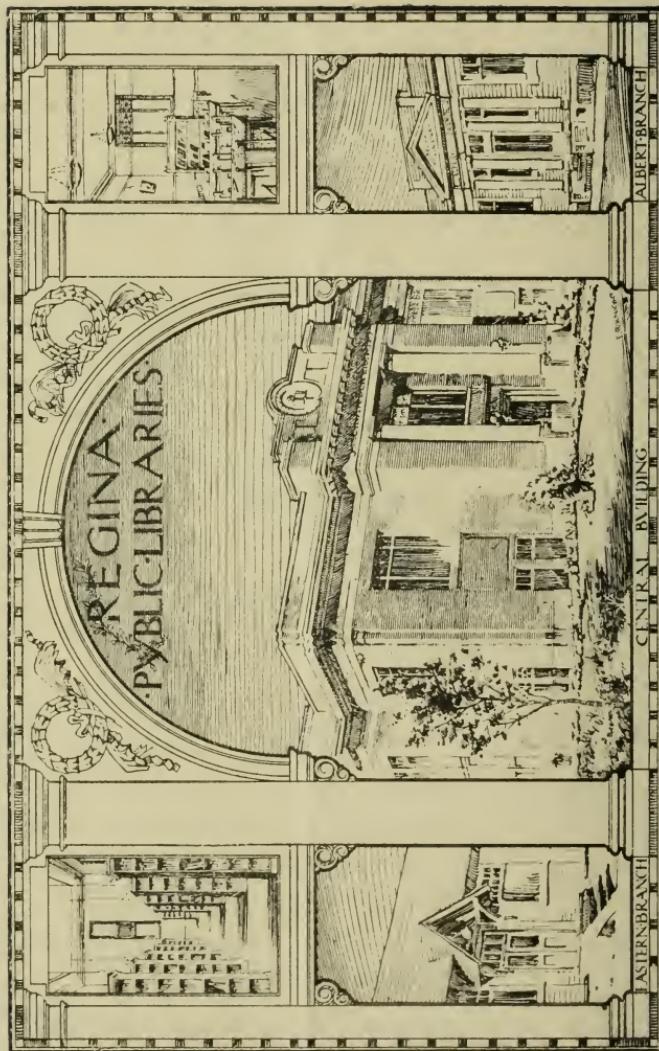
Assistant—REV. W. M. FLEMING

Stenographer and Accountant—MISS M. MUIRHEAD

Jaritor—C. W. ROBERTSON

Librarian, Albert Branch—MISS M. M. A. PORTER

Librarian, Eastern Branch—MISS E. A. W. PITHE



REGINA PUBLIC LIBRARY.

Report of Chief Librarian

To the Regina Library Board:

Gentlemen:—

I have the honor to submit my seventh annual report as Librarian of Regina Public Library.

The work of the Library during the past year presents no very striking or novel features. Owing to the conditions created by the war and the coincident financial stringency, there was no attempt made to initiate new activities, and the efforts of the staff were put forth more in the direction of extending and giving fuller scope to those which were already in practical operation.

BUILDINGS

The expenditures made in connection with these have been purely on the usual necessary repairs and renewals. It is extraordinary what a number of these are called for in a building which is constantly open to the public. Some kalsomining and painting was done at the central building in the early part of the year, at a small cost. A certain amount of this is necessary every year in order to keep the building fresh and clean looking.

A great improvement was effected by altering the inside door of the vestibule to open outwards. Under the old arrangement it was impossible to keep the building warm when the wind was in the east. By the new arrangement this objection has been entirely removed.

The time has arrived when the matter of providing more adequate accommodation is becoming urgent; we are greatly hampered in our work by the want of an auditorium at the Central Library. The children's story hour alone overtaxes the accommodation in our large children's room, and many useful lines of work could be undertaken if suitable accommodation were provided. I believe this could be added at a comparatively small cost and without interfering with the symmetry of the building. The two branch buildings are also much too small for the districts in which they are situated. The Eastern Branch building is not in a very good situation. Both of these buildings could be easily removed to outlying parts of the city when it is found possible to replace them by permanent structures of proper design and capacity. It is at present impossible to undertake suitable work with the children in the small branch buildings.

The lavatories are frequently a source of trouble. Owing to the fact that the City has as yet provided no public comfort stations, our lavatories, intended only for the use of readers in the Library, are used by the general public. It is not creditable to a city the size of Regina that such a condition should be allowed to exist.

EQUIPMENT

Towards the latter end of the year the shelving accommodation of the stack room in the central building became overtaxed, and it will be necessary at an early date to place an order for an additional row of metal stacks. I would suggest that these be made a little shorter than those already provided, so that they may be placed in such a way as to allow for a passage between the end of the stacks and the rear wall of the room. In the meantime we are using two supplementary wooden stacks which were made to provide temporary accommodation. These can be afterwards made use of in the cataloguing department, when the new shelving is installed.

The lighting system in the reading rooms of the central building requires improvement. So far as this building is concerned, the much vaunted indirect system has proved a failure. Experiments have been conducted during the last few months with a view to securing better light, and as a result I am led to believe that lights can be substituted for the present ones which will not only be more satisfactory, but will effect a saving in electric light bills.

GROUNDS

These have been looked after by the City Parks Department, and have been kept well supplied with bedding plants and the lawns kept cut and watered. I believe an improvement could be made in the layout of the grounds which would make them more effective. This, however, is a matter for a landscape gardener.

The Parks Department has kept the Central Library supplied with flowering plants during the Winter and Spring months. The cost of this service is defrayed by the Library, and is well worth the money. It is very much appreciated by the public, and gives a homelike and refined air to the building during the cheerless months of our long northern Winter.

BOOKS

The following table shows the supply of books under the different classes on hand at the end of the year at the Central Library and Branches.

The purchases of books made during the year were barely sufficient for our requirements. The number of books which should be discarded on account of being worn out or out of date tends to increase each year, and now amounts to a very considerable figure. In order to meet the requirements of the reading public, both adult and juvenile, purchases during the coming year should be on a liberal scale.

BOOKS ON SHELVES, DECEMBER 31st, 1915

Circulation Department

Class	Central Library		Albert Branch		Eastern Branch		Totals
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	
General	68	16	2	—	2	—	88
Philosophy	150	—	30	—	21	—	201
Religion	229	24	31	6	11	4	305
Sociology	492	56	64	12	37	17	678
Philology	12	—	3	—	3	—	18
Natural Science	248	154	57	54	49	35	587
Useful Arts ...	537	72	96	19	74	2	800
Fine Arts	483	30	31	5	21	2	572
Literature	647	360	67	77	32	83	1,266
History	503	134	90	34	64	29	854
Travel	349	176	46	102	76	110	859
Biography	565	53	36	7	21	10	692
German	—	—	—	—	286	—	286
Roumanian ...	—	—	—	—	13	—	13
French	—	—	—	—	13	—	13
Gaelic	11	—	—	—	—	—	11
Russian	—	—	—	—	125	—	125
Fiction	3,079	1,445	771	418	539	336	6,588
Total	7,373	2,520	1,324	734	1,387	628	13,966

Reference Department

Total	1,618	50	14	48	13	43	1,786
Total Volumes, Dec. 31st, 1915							15,752
Total Volumes, Dec. 31st, 1914							14,813
Increase							939

Books Withdrawn:	Adult	Juvenile	Total
Central Library	437	81	518
Albert Branch	22	19	41
Eastern Branch	24	23	47
 Total	483	123	606

Books Added:

Central Library	971	242	1,213
Albert Branch	142	29	171
Eastern Branch	98	19	117
 Total	1,211	290	1,501

Borrowers, New

Central Library	1,538	334	1,872
Albert Branch	173	143	316
Eastern Branch	240	117	357
 Total	1,951	594	2,545

Borrowers, Renewed

Central Library	810	288	1,098
Albert Branch	160	123	283
Eastern Branch	79	55	134
 Total	1,049	466	1,515

Repair Department

Books Sent to Be Repaired:

Central Library	2,695	1,286	3,981
Eastern Branch	112	154	266
Albert Branch	187	332	519
 Total	2,994	1,772	4,766

Books Repaired and Returned:

Central Library	2,269	1,170	3,439
Albert Branch	497	835	1,332
Eastern Branch	97	129	226
 Total	2,863	2,134	4,997

TECHNICAL BOOKS

Towards the close of 1914 an effort was made to improve the technical section and an invitation was extended to the mechanics of the city through the Regina Trades and Labor Council to assist the Library in the selection of books relating to their several trades. In accordance with this arrangement, early in 1915, committees of the Printers, Electricians, Plumbers, Steam Fitters, Street Railwaymen and others visited the Library and made a thorough examination of the books relating to their different trades.

It was satisfactory to find that with the exception of a few books of small importance which had become out of date, or were suitable only for English work, the books on the shelves have been cordially approved by the various trades. Many of the committees expressed their pleasure at finding the Library so well equipped with technical works. In accordance with requests that were made at the time a number of the technical handbooks which had up to that time been held in the Reference Department, were transferred to the Circulation Shelves, with, I believe, good results in the way of more extended use. Some committees recommended certain technical journals for use in the reading rooms, and such as were asked for have been subscribed to.

Unfortunately, the total cessation of building owing to business depression and the war, caused many of the skilled mechanics to leave the city during the summer for other places where work was more plentiful, and it is, therefore, not proposed to add extensively to the technical section until conditions improve and these men return to the city.

MUSIC LENDING SECTION

Very little music has been added to this section during the year, mainly because no particular request was made for more. I am of the opinion that music which would appeal more to the average amateur performer should be added in some quantity, possibly also a small collection of chamber music would be acceptable to a number of performers. Such collection as we have has been made good use of. The circulation of music is included in the statistics under Fine Arts and has not yet been shown separately.

OUTSIDE WORK

Early in the year I approached the military authorities with regard to providing reading matter for the various troops undergoing training here. While the idea was looked upon favorably by the military authorities there were practical difficulties in the way of carrying it out, largely owing to the fact that Regina is not yet the headquarters of the military district and the officers in charge of the troops here have been frequently changed. We are, however, getting over the difficulty to some extent, by supplying to the troops through the military branch of the Y.M.C.A. considerable numbers of worn books and periodicals. It is believed that this service is much appreciated.

CIRCULATION

As will be seen from the accompanying statistics there was a total increase of circulation of 3,619 over that for 1914. There was a very slight decrease in March and April over the corresponding months of the previous year, while in May there was a considerable increase which was maintained each month to the end of October, when the circulation commenced to fall again. When one takes into consideration the fact that in the Winter of 1914 there were large numbers of unemployed persons who made use of their enforced leisure by reading, and that in 1915 this factor in the circulation has been entirely eliminated; that hundreds of young men who were readers are now serving with overseas forces, and that many of the skilled artizans have left the city, the fact that we are able to show an increase at all should be regarded as gratifying.

Attention has been given during the year to the question of closer relations between the schools and the Library. The following figures are interesting as an indication of the extent to which the Library is being made use of by children of school age:—

School Enrollment, Public and Separate Schools	Books Loaned
1913.....4,126	14,163
1914.....4,563	24,623
1915.....4,745	26,642

CLASSIFIED CIRCULATION OF 1914 AND 1915

CENTRAL LIBRARY

Adult Department—	1914	1915
General Works	257	550
Philosophy	729	559
Religion	583	497
Sociology	1,343	1,293
Philology	32	45
Natural Science	733	582
Useful Arts	2,433	2,291
Fine Arts	1,955	2,024
Literature	2,958	2,679
History	1,540	1,389
Travel	1,899	1,643
Biography	1,497	1,420
Fiction	49,564	51,930
<hr/>		
Total	65,433	66,902

Juvenile Department—

General Works	391
Philosophy
Religion	16	10
Sociology	96	228
Philology
Natural Science	292	505
Fine Arts	121	211
Useful Arts	261	274
Literature	2,075	2,756
History	230	259
Travel	147	172
Biography	85	107
Fiction	8,175	11,377
<hr/>		
Total	11,498	16,290

ALBERT BRANCH

	Adult		Juvenile	
	1914	1915	1914	1915
General Works	11	1	16	113
Philosophy	137	68	1	..
Religion	51	35	18	39
Sociology	176	135	149	120
Philology
Natural Science	73	40	471	320
Useful Arts	325	289	99	98
Fine Arts	70	88	10	16
Literature	237	196	1,724	1,387
History	181	178	176	234
Travel	204	237	451	618
Biography	75	83	44	45
Fiction	8,182	9,545	5,835	3,984
Total	9,634	10,895	8,994	6,974

EASTERN BRANCH

	Adult		Juvenile	
	1914	1915	1914	1915
General Works	10	4	1	15
Philosophy	34	15	1	2
Religion	4	5	24	41
Sociology	42	80	64
Philology	2	4
Natural Science	45	17	201	215
Useful Arts	118	77	15	12
Fine Arts	6	6	2	6
Literature	49	51	707	996
History	77	86	123	125
Travel	141	98	214	255
Biography	16	31	11	20
French	2
German Fiction	1,522

German Non-Fiction	2,840	244
Roumanian	181	79
Russian	397	363
Fiction	2,122	2,859	3,345	1,627
	—	—	—	—
Total	6,042	5,505	4,724	3,378

SUMMARY

	Albert	Juvenile	Total
Central Library	66,902	16,290	83,192
Albert Branch	10,895	6,974	17,869
Eastern Branch	5,505	3,378	8,883
	—	—	—
Total, 1915	83,302	26,642	109,944
Total, 1914	81,109	25,216	106,325
	—	—	—
Increase	2,193	1,426	3,619

REFERENCE DEPARTMENT

Miss E. M. Scott, Reference Librarian, reports: "During the past year, as will be seen by the statistics, there has been a decrease in the number of persons using the Reference Room, but many more students have made use of our books than in former years. War material in any form has been in great demand for debates, essays, etc. The Times History of the War, Nelson's History and Scrap Books of newspaper clippings are frequently consulted.

"In our Art Section there are now complete volumes of Pictures in the Royal Academy for the years 1912-13-14-15, also a volume showing the collection of pictures in the Louvre, two volumes of great pictures by great painters, books on church architecture and many other volumes of interest to lovers of art.

"Questions relating to education are at the present time creating much interest in this Province, and information on this subject has been in demand. A number of pamphlets have been added to our educational section."



CHILDREN'S STORY HOUR.

REFERENCE STATISTICS

	Total Books Consulted	Total No. of Readers
January	496	512
February	461	522
March	378	410
April	308	332
May	274	288
June	217	240
July	205	233
August	285	299
September	253	251
October	285	309
November	370	443
December	493	552
<hr/>		
Total 1915	4,025	4,391
Total 1914	6,045	6,338

CHILDREN'S DEPARTMENT

Miss Olive R. Welsh, Children's Librarian, reports: "The results in this department during 1915 have been encouraging. The addition of new books, particularly those about the war, has greatly stimulated the interest of our readers, and therefore, the circulation. Almost every day the reading room has been full of bright, alert youngsters reading the annuals, magazines, or finishing a book before choosing a new one. There has been an increasing demand for books of little stories to read to little folks at bedtime. The animal stories gain in popularity each month, and there are frequent requests for new ones. The Story Hour has been especially well attended this season, often taxing our accommodation to the utmost. Miss Cleveland, an accomplished story-teller of the public school staff, gave us a very entertaining hour one Saturday. "Toomai of the Elephants" was almost as real as one of the boys listening. Among the many visitors during the past months, the number of teachers has been conspicuous. All commented on the excellent selection of books and the variety. One from out of town said, 'Oh! I wish we had some of these books at our school.' "

ALBERT BRANCH

Miss M. A. Porter, Librarian, reports that the work of this branch showed no features which call for special comment. The statistics indicate a slight aggregate decrease in the circulation from the previous year's, but the adult circulation increased relatively.

EASTERN BRANCH

Miss E. A. W. Pithie, Librarian, reports: "In the past year there has been a decrease in the circulation of foreign and juvenile books in this branch, while the circulation of English adult books has increased by several hundreds. The decrease, I hear on all sides, is due to the fact that many families that resided in this district, especially those of foreign origin, have remained out in the country all the year instead of coming into the city as they did last Winter when they could find no work, and had to be supported by charitable institutions.

"Probably the Library would be more used all the year round, if it were in a district where the population is stationary.

"During the Summer months the reading room was fairly well attended, especially in the afternoons, and towards the end of the year it has been very much used. English and foreign newspapers and periodicals have been diligently read, and much appreciated.

"It is interesting to note that many of those who last year read only books in foreign languages are now reading English ones, which appears to justify the policy of the Board in providing works in the native languages of our foreign born population, and indicates incidentally that the Library is doing important educational work.

"The behaviour of the public, both adult and juvenile making use of this branch has been in every way unexceptional."

VACATION LIBRARIES

The arrangement inaugurated last year for providing reading matter for citizens and their families while spending the Summer months at the lake resorts, was continued this year with very marked success. Thirty-six libraries were sent out, and many of them were returned for renewal more than once. There were many expressions of appreciation of this service on the part of those who benefited by it.

INFECTIOUS DISEASES

There was very little infectious disease in the city this year, and as a consequence very few books were destroyed by the Health Department.

PUBLICITY

At the request of the Exhibition authorities and in compliance with a resolution passed by the Board, an exhibit was prepared for the Annual Provincial Exhibition held in July. The library booth was this year arranged as a small reading room and exhibits of books in the following classes were shown:—

- Books of interest to women.
- Up-to-date technical books.
- Juvenile books.
- Books for Sunday School teachers.

On one wall were displayed library posters prepared by various members of the staff, such as are used in the library for directing the attention of readers to particular lines of study. Some of these showed marked artistic ability in their design and carrying out. A map was also shown indicating the growth of the library movement in the province and a vacation library was on exhibition. Special literature was prepared and distributed.

The exhibit seemed to meet with the approval of the public and the local press, one newspaper going so far as to say that the library and the government exhibits were the two most attractive in the collection. Many individual sightseers expressed their personal approval of this exhibit, and the little reading room was well filled with people during the whole time and many questions were asked with regard to library work generally.

Towards the close of the year I was approached by the Western Advertising Agency, a firm recently established, with a view to resuming publication of the library paper on the same terms as those under which it was conducted before. I need hardly say that I was glad to take advantage of this opportunity, and the paper is now appearing regularly. This is a very valuable means of publicity, costs the library nothing for printing, and seems to be appreciated by those who use the library.

The following bulletins were prepared during the year:—

Bulletin No. 11—Books on Art.

- “ 12—Books on Flower and Vegetable Gardening.
- “ 13—Book and Magazine Articles on the War.
- “ 15—New Books to April 30th, 1915.
- “ 16—Books of Interest to the Printing Trade.
- “ 17—Books on Summer Sports and Recreations.
- “ 18—Books on Agriculture, Animal Husbandry, etc.
- “ 19—New Books from May to July, 1915.
- “ 20—Children’s Story Hours, Season 1915-1916.
- “ 21—Books of Interest to Women.
- “ 22—Books on Winter Recreations.
- “ 23—Books on Educational Matters.
- “ 24—Books on Music and Musicians.

STAFF

There was no change in the staff until the end of the year when Miss M. Haward, of the Circulation Department, resigned her position. The place was taken by Miss Merle Dawson, who had for some time been acting as extra assistant when necessary. Miss Dawson passed the probationer’s examination for her permanent appointment. Miss N. Darwin, of the Circulation Department, who has been with us for four years, handed in her resignation to take effect on December 31st.

The members of the staff have carried on their duties in a manner entirely satisfactory and in the best interests of the institution.

GENERAL

In accordance with a resolution passed at the March meeting of the Board, Mr. Chas. Nivins, B.A., and the undersigned attended the annual conference of the Saskatchewan Library Association held at Yorkton on April 5th. Probably the most interesting paper read before the convention was that by Mr. G. A. Brown, Superintendent of Schools, Prince Albert, on “Co-operation between Public Libraries and Schools.” This paper was reproduced in full in the “Regina Leader.” A satisfactory feature of the conference was the fact that the importance of library work in the province is, through the efforts of the Association, becoming recognized, especially by the educational authorities, and the teaching profession.

In July the library had the pleasure of receiving a visit from Miss M. E. Ahern, editor of "Public Libraries," Chicago, and a prominent official of the American Library Association. Miss Ahern was on her way home through Canada from the annual meeting of the A.L.A., which was held at Berkeley, Cal. Unfortunately Miss Ahern arrived here late on Saturday and was only able to spend a few hours in the city. However, whatever was possible in the circumstances to make her visit interesting was done.

In conclusion I would say that while there has been nothing startling in connection with the work of the library during the year now in review, the results attained have not been disappointing, and the staff have made use of opportunities as they occurred for making the work of the library more useful and influential.

Respectfully submitted,

(Signed) J. R. C. HONEYMAN,
Chief Librarian.



Staff—Regina Public Libraries, 1915

Report of the Secretary Treasurer

The Chairman, Regina Library Board:

Sir,—I beg to submit my report as Secretary-Treasurer of Regina Library Board for the year ended December 31st, 1915.

Eleven meetings of the Board were held during the year. The August meeting did not take place. It is practically impossible to hold a meeting in this month as nearly all the members of the Board are usually out of the city at that time of year.

Communications received	1,086
Communications sent out	1,275
Vouchers prepared	531
Cheques issued	1,013

The accounts of the Board have been regularly examined by the City Auditor each month and a trial balance sheet for each month has been forwarded regularly to the City Auditor from this office. I submit below the annual statement of the financial transactions of the Board, prepared by the City Auditor.

Respectfully submitted,

(Signed) J. R. C. HONEYMAN,

Secretary-Treasurer,

Regina Library Board.

AUDITOR'S REPORT

City Auditor's Office,

February 2nd, 1916.

The Chairman and Members of the
Regina Public Library Board,
Regina, Sask.

Gentlemen,—I beg to report that I have completed the audit of the books and vouchers of the Regina Public Library Board for the year 1915, and beg to present herewith statement of Income and Expenditure of the Central, Albert and Eastern Libraries, Revenue Account and Balance Sheet as at December 31st, 1915.

The Balance Sheet presented is shown in two sections, i.e., Capital Section and Current Section. In preparing the Balance Sheet in this form, it is pointed out that the capital surplus account shown by the books is in excess of the capital assets which represented the surplus. From an examination of the records for the past three years it appears that this surplus of \$1,851.09 has accumulated by reason of the fact that certain amounts for depreciation on books and furniture have been provided for in the current expenditure, while the cost of any new books and furniture purchased, whether additions or replacements, has also been included in the current expenditure. I have shown the amount which is actually a reserve for the replacements of books and furniture, as a separate item in the current section of the balance sheet. If the Board continue the policy of providing for replacements out of the current expenditure, the amount could be deducted from the amount required from the city for 1916. On the other hand, it could be treated as a reserve and any replacements charged against it.

Respectfully submitted,

C. F. LIDSTER,

City Auditor.

Regina Public Library

BALANCE SHEET AS AT DECEMBER 31ST, 1915 CAPITAL ACCOUNT

Assets

Central Library —Lots 33-38, Block 344....	\$43,500.00
Building	52,734.06
Books and Periodicals ..	11,649.68
Furniture and Fixtures ..	7,795.67
Periodical Files.	30.00
	—————\$115,709.41
Albert Branch —Building	2,607.55
Books	1,643.00
Furniture and Fixtures ..	793.50
	—————5,044.05
Eastern Branch —Building	2,114.18
Books	1,575.90
Furniture and Fixtures ..	720.85
	—————4,410.93
	—————\$125,164.39

CURRENT ACCOUNT

Assets

Cash on hand \$ 39.81

Accounts Receivable—

City of Regina 1914 Taxes \$ 3,884.09

City of Regina 1915 Taxes 17,448.50

Provineal Government Grant 200.00

————— 21,532.59

Deferred Charges to Revenue—

Stationery and Office Supplies 50.00

Insurance prepaid 175.25

Subscriptions prepaid 217.52

————— 442.77

————— \$22,015.17

Liabilities—Capital Account

Excess of Assets over Liabilities \$125,164.39

————— \$125,164.39

Liabilities—Current Account

Overdraft, Bank of Ottawa 137.09

Bills Payable, Bank of Ottawa 19,300.00

Accounts Payable 187.85

Revenue Account 1915 \$ 539.14

Revenue Account, being surplus of prior years

formerly included in capital surplus 1,851.09

————— \$ 2,390.23

————— \$22,015.17

I have examined the books and vouchers of the Regina Public Library for the year 1915, and the foregoing Balance Sheet is, in my opinion, properly drawn so as to exhibit a true and correct view of the affairs of the Library as at December 31st, 1915.

C. F. LIDSTER,
City Auditor.

Central Library

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31st, 1915

Income

Fines and Miscellaneous Revenue	\$ 418.67
Balance carried to Revenue Account	15,729.66
	<hr/>
	\$16,148.33

Expenditure

Salaries	\$ 8,705.00
Books	1,834.53
Periodicals, K.F.B.	91.19
Furniture and Equipment	133.07
Maintenance of Building	192.80
Maintenance of Grounds	93.79
Fuel, Light and Water	1,666.25
Janitor's Supplies	297.58
Printing and Supplies	679.44
Freight and Express	57.59
Periodicals, N.K.	273.87
Postage	87.06
Miscellaneous	433.86
Depreciation on Books	569.80
Depreciation on Furniture	78.00
Bank Interest	954.50
	<hr/>
	\$16,148.33

Albert Branch

STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDED DECEMBER 31st, 1915

Income

Fines and Miscellaneous Revenue	\$ 45.30
Balance carried to Revenue Account	1,216.75
	<hr/> <u>\$1,262.05</u>

Expenditure

Salaries	\$ 954.55
Furniture and Equipment25
Maintenance of Building	10.40
Fuel, Light and Water	184.04
Janitor's Supplies	1.50
Printing and Supplies	40.15
Freight and Express	6.95
Periodicals, N.K.	8.16
Miscellaneous	2.95
Depreciation on Books	45.10
Depreciation on Furniture	8.00
	<hr/> <u>\$1,262.05</u>

Eastern Branch

STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDED DECEMBER 31st, 1915

Income

Fines and Miscellaneous Receipts	\$ 16.95
Expenditure in excess of receipts	1,369.45
	<hr/>
	\$1,386.40

Expenditure

Salaries	\$ 993.25
Furniture and Equipment	17.45
Maintenance of Building	51.55
Fuel, Light and Water	209.60
Janitor's Supplies	6.00
Freight and Express	6.95
Printing and Supplies	35.50
Periodicals, N.K.	6.20
Depreciation on Books	52.80
Depreciation on Furniture	7.10
	<hr/>
	\$1,386.40

REVENUE ACCOUNT

City of Regina 1915 Demand	\$19,630.95
Provincial Government Grant	200.00
Sale of Book Cases	28.00
	<hr/>
	\$19,858.95
Deficit Jan. 1st, 1915	\$ 1,003.95
Central Library	15,729.66
Albert Branch	1,216.75
Eastern Branch	1,369.45
Balance surplus carried forward to 1916	539.14
	<hr/>
	\$19,858.95

Appendix

NOTE—The following statement is published in compliance with the request of the American Library Association to assist in establishing a uniform system of Library Statistics.

Annual Report for year ended December 31st, 1915.

Regina Public Library.

City—Regina, Saskatchewan, Canada.

Population served—Estimate, 50,000.

Free for lending.

Free for reference.

Total number of agencies; Central Library, two branches in separate buildings.

Number of days open during the year, 308.

Hours open each week for lending, 72.

Hours open each week for reading, 75.

	Adult	Juvenile	Total
Number of volumes at beginning of year	10,872	3,941	14,813
Number of volumes added during year by purchase	1,211	290	1,501
Number of volumes added during year by binding	44	...	44
Number of volumes withdrawn	483	123	606
Total number at end of year	11,644	4,108	15,752
Number of volumes of fiction lent for home use	64,334	16,990	81,324
Total number of volumes lent for home use	83,302	26,642	109,944

Number of borrowers registered during year

3,000 1,060 4,060

Total number of registered borrowers

3,000 1,060 4,060

Registration period—One year.

Number of newspapers and periodicals currently received, 135.

Number of persons using library for reading and study, 4,391.

Receipts from

Unexpended balance	\$ 419.44
Fines and Miscellaneous Receipts	\$ 419.44
Amount asked for from City	18,251.00
Provincial Grant	200.00
<hr/>	
Total	\$18,870.44
<hr/>	

Payments for Maintenance—

Books	\$ 1,834.53
Periodicals	598.74
Salaries, Library	9,399.80
Salaries, Janitors	1,253.00
Heat	1,209.45
Light	702.55
Other maintenance	3,872.37
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Total	\$18,870.44
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